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Directory of Montana Post-Secondary Vocational-Technical Education

State of Montana
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Dolores Colburg, Superintendent
Helena 59601



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FOREWORD

Vocational education began in Montana when the 1917 Legislative Assembly accepted the terms of the federal Smith-Hughes Act. During the first year in which funds were available, Montana high schools offered 14 approved programs in the areas of vocational agriculture, home economics, and trade and industrial training.

The past fifty years have seen increased support from federal, state and local governments for vocational education programs and activities. Today, there are numerous programs offered at high schools, vocational-technical centers, community colleges, and in the Montana University System. Hundreds of students train each year in such fields as public health, aviation, mechanics, data processing and forestry.

This steady and sometimes dramatic growth of vocational-technical education in Montana is evidence of our commitment to equal educational opportunity for all citizens and of our deep belief that education holds the key to the solution of many of today's problems.

Members of my staff have compiled this *Directory of Montana Post-Secondary Vocational Technical Education* to help both the school counselor and the student become aware of the growing opportunities in vocational education. Only when we have made these opportunities available to all who need and want them will we have fulfilled our commitment to our citizens, our state and our country. I hope that this *Directory* will be a valuable tool in making this ideal a reality.

DOLORES COLBURG
Superintendent of Public
Instruction



DIRECTORS AND COUNSELORS OF MONTANA POST-SECONDARY VOCATIONAL-TECHNICAL EDUCATION PROGRAMS

Vocational-Technical Centers

- Billings Vocational-Technical Center—3615 Montana Avenue, Billings 59102
 Glenn Burgess—Director.....Phone: 248-7741
 John Morrison—Counselor.....Phone: 248-7741
- Butte Vocational-Technical Center—404 South Wyoming Street, Butte 59701
 Maurice Driscoll—Director.....Phone: 792-4256
 James Graham—Counselor.....Phone: 792-4256
 Jerry Martin—Counselor.....Phone: 792-4256
- Great Falls Vocational-Technical Center—1015 First Avenue North
 P. O. Box 2669, Great Falls 59401
 James Carey—Director.....Phone: 761-5800
 Loran Frasier—Counselor.....Phone: 761-5800
 James Whooley—Counselor.....Phone: 761-5800
 Norvil Carlson—Counselor.....Phone: 761-5800
- Helena Vocational-Technical Center—1115 Roberts Street, Helena 59601
 William Korizek—Director.....Phone: 442-0060
 Dale Johnson—Counselor.....Phone: 442-0060
 Carolyn Miller—Counselor.....Phone: 442-0060
- Missoula Technical Center—909 South Avenue West, Missoula 59801
 T. E. Downey—Director.....Phone: 728-2400
 Charles Couture—Counselor.....Phone: 728-2400
 Jon Pozega—Counselor.....Phone: 728-2400
 George Martin—Counselor.....Phone: 728-2400
 Alice Oechsli—Counselor.....Phone: 728-2400

Community Colleges

- Dawson College—Glendive 59330
 James Hoffman—President.....Phone: 365-3396
 Paul Fasting—Counselor.....Phone: 365-3396
 Alma Ragar—Counselor.....Phone: 365-3396
 Dennis Perryman—Counselor.....Phone: 365-3396
- Flathead Valley Community College—Kalispell 59901
 Dr. Larry Blake—President.....Phone: 752-3411
 Neil Eliason—Counselor.....Phone: 752-3411
 Dick Mattson—Counselor.....Phone: 752-3411
 William Haw—Counselor.....Phone: 752-3411
- Miles Community College—Miles City 59301
 Vernon Kailey—President.....Phone: 232-3031
 James Joyce—Coordinator.....Phone: 232-3031
 Hayden Hedrick—Counselor.....Phone: 232-3031

College

- Northern Montana College—Havre 59501
 Dr. Albert Vander Linde, Dean,
 Vocational-Technical Division.....Phone: 265-7821
 Charles Clikeman—Dean of Students.....Phone: 265-7821



USING THIS DIRECTORY

This *Directory* contains a current listing of post-secondary vocational-technical training opportunities at Montana vocational-technical centers, community colleges and at the college level. Special programs such as adult education, manpower development and training, vocational rehabilitation and veterans training are not included in this publication. Inquires about these programs should be directed to the appropriate agency.

The *Directory* has been arranged for easy reference in locating information about post-secondary vocational-technical education programs. The publication includes a Table of Contents, a Foreword on page 1, and a listing of administrators and counselors for each of the centers and colleges, with phone numbers, on page 5. In addition, the *Directory* contains five major sections which can be easily recognized by the yellow dividers. Listed below are the titles and a brief description of each section.

Using This Directory (page 7)

This section contains general information about the overall organization of the *Directory* and includes instructions for using the cross-index system.

Information About Schools (pages 9-12)

This section contains general information about post-secondary vocational-technical training opportunities at vocational-technical centers, community colleges and at the college level. Information about such areas as entrance requirements, tuition and fees, housing application procedures and financial assistance is included throughout this section.

Contents by Occupational Cluster (pages 13-18)

In this section, the post-secondary vocational-technical education programs are alphabetized according to occupation. Under each occupation is a listing of centers or colleges that offer training in that occupation. This is cross-indexed with the Program Description section. For example, after the Auto Mechanic listing in the Contents by Occupation, a page number will appear immediately following this listing. This page number corresponds to the page number in the Program Description section, which will provide more information about the auto mechanics program offered at any center.

Contents by School (pages 20-22)

This section contains an alphabetical listing of post-secondary vocational-technical education programs at each of the vocational-technical centers, and colleges and is cross-indexed with the Program Description section.

Program Description (pages 23-245)

The Program Description section includes more complete information about each of the training programs. Both the Contents by School and Contents by Occupation sections are cross-indexed to this section. One full page is devoted to each program and includes such information as the title of the program; center or college where the program is offered; nature of work; job opportunities; course description; length of program; helpful high school courses; desirable personal qualities; personal equipment necessary and the cost of the training program.



VOCATIONAL-TECHNICAL EDUCATION CENTERS

What Are Vocational-Technical Education Centers?

In 1969, the State Board of Education through authorization of the state legislature designated five post-secondary vocational-technical education centers. These centers were established for the purpose of providing vocational-technical training opportunities for the people of Montana. The centers are located at Billings, Butte, Great Falls, Helena and Missoula. Post-secondary education in trades, industrial, technical, distributive, health, office, agriculture, homemaking and other occupations are offered at these centers.

Who Can Attend?

If you have completed or left school, are at least 16 years of age, and are available for study in preparation for entering the labor market, for re-entering the labor market or for employment stability or advancement, you are eligible to attend a post-secondary vocational-technical education center.

You may register for entry into a program on a quarterly basis or at such time when a course is scheduled to begin. Flexible scheduling at the centers allows for entry into full-time, part-time, long-term and short-term courses. Students are also accepted on a referral basis from other states and federal agencies.

Since facilities and staff may limit the number of students that can be admitted by the various centers, you are encouraged to make application to a center as early as possible.

What Does It Cost?

Tuition

In-State. No tuition is charged Montana students attending vocational-technical centers, since these schools are totally funded through local, state and federal tax monies.

Out-of-State. Out-of-state tuition is \$600.

Fees

In-State. A maximum fee of \$100.00 may be charged each student attending a center during a school year of 12 months. Out-of-State is the same as In-State.

Is Board and Room Available?

Generally, you are expected to make your own arrangements for board and room. However, personnel at the various centers provide assistance to students in locating housing. For additional information contact the director or counselor at the center you are planning to attend.

What is the Application Procedure?

Application should be made directly to the vocational-technical education center. Application blanks may be obtained from your high school counselor or principal or from the administrative office at the center. For additional information consult the catalog from the center of your choice.

What Financial Assistance is Available?

The amount and kinds of financial assistance at each of the centers varies,

depending on the availability of funds. In general, the following financial aid programs are available:

Part-time Employment

There may be opportunities for part-time employment in the various communities. Students may receive assistance in finding part-time jobs by contacting the center director or counselor.

Veterans Educational Benefits

For information about Veterans Educational Benefits contact the financial aid officer at the vocational-technical center, or college or the Veterans Administration Center, Fort Harrison, Montana 59636.

G.I. Bill Educational Training

The G.I. Bill provides financial assistance to veterans attending vocational-technical centers, schools and institutions.

Each eligible veteran is entitled to educational assistance for a period of 1½ months or the equivalent in part-time training for each month or fraction thereof of his service or active duty after January 31, 1955, but not to exceed 36 months.

Veterans Vocational Rehabilitation

Disabled veterans of World War II, the Korean Conflict period, the Post-Korean Conflict period and certain peacetime veterans who meet the requirements of this program are eligible for financial assistance while attending a post-secondary vocational-technical center, or institution.

Orphans, Wives and Widow Education Benefits

Children, wives and widows of veterans whose deaths or permanent total disabilities were service connected and who can meet the requirements of the program are eligible for financial assistance while attending a post-secondary vocational-technical center, or institution.

Federal-State Vocational Rehabilitation Program

Persons 16 years or older, having physical or mental disabilities which prevent them from gainful employment may receive counseling, medical services, maintenance, transportation, vocational training and education. For additional information contact the Director of the Division of Vocational Rehabilitation, Room 507, Power Block, Helena, Montana 59601.

Vocational Work-Study Program

The Vocational Education Amendments of 1968 provide special funds for a work-study program for students taking vocational courses and needing financial assistance to stay in school. Please check with the financial aid officer at the school for additional information.

Do the Centers Provide Job Placement Services?

Job Placement services are available to students at each of the centers. The centers maintain a listing of job opportunities and provide assistance to students in contacting prospective employers.

Are Counseling Services Available?

Counselors are available at each of the centers to assist students in selecting

and/or planning a vocational-technical education program consistent with their interest, ability and desires.

Information about admission requirements, enrollment procedures, tuition and fees, financial aids, living accommodations, and job placement is available from the vocational counselor.

Where Can I Obtain Additional Information?

Catalogs and/or informational brochures are available from each of the centers. These include more comprehensive information about the center than contained in this *Directory*. Contact your school counselor for these materials. Additional information is available from the director or counselor at each of the centers. For the names, addresses and phone numbers of these persons, consult page 5 of this *Directory*.

COMMUNITY COLLEGES AND COLLEGE

Post-secondary vocational-technical programs are available at the following colleges: Dawson College, Glendive; Miles Community College, Miles City; Flathead Valley Community College, Kalispell; and Northern Montana College, Havre.

In addition to the programs listed in this *Directory*, these colleges may have other offerings in post-secondary vocational education. Therefore, you should consult a current catalog or brochure from the college of your choice.

Who Can Attend?

Because entrance requirements vary among these colleges, contact your school counselor or the admissions office of the school or college to obtain specific information about entrance requirements.

What Does It Cost?

Since these colleges are governed by statutes different from those of the centers, tuition and fees may vary. Contact your school counselor or write to the admissions office at the school of your choice.

Is Board and Room Available?

Board and room accommodations vary among these colleges. At some, dormitory facilities are available to students pursuing post-secondary vocational-technical education training. You should consult appropriate informational materials or contact the college for this information.

What Is the Application Procedure?

Application should be made directly to the institution of your choice. Application blanks may be obtained from your high school counselor or principal or from the admissions office at the college.

What Financial Assistance Is Available?

The financial aid programs listed on pages 9 and 10 of this *Directory* for vocational-technical centers also apply at the colleges. In addition, financial aid programs supported by local funds may be available to students enrolled in post-secondary vocational-technical education. For additional information contact the Director of Financial Aid at the college of your choice.

Is Job Placement Available?

Job placement services are available at each of the colleges. Contact the placement office for additional information.

Are Counseling Services Available?

Counselors are available at each of the colleges to assist students in selecting and/or planning a vocation-technical education program consistent with their interest, ability and desires.

Where Can I Obtain Additional Information?

Catalogs and/or informational brochures are available from each of the colleges. These include more comprehensive information about the college than is contained in this *Directory*. Contact your school counselor for these materials.

Additional information is available from the director or counselor at each of the colleges. For the names, addresses and phone numbers of these persons, consult page 5 of this *Directory*.

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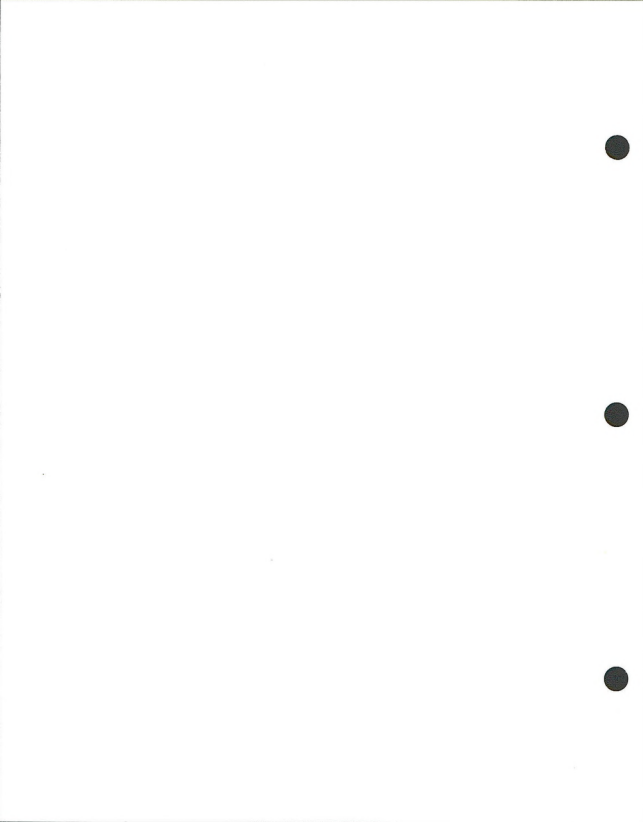


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PROGRAM TITLE:**Agri-Business****NAME OF SCHOOL:**

Dawson College
300 College Drive, Glendive, Montana 59330
Phone (406) 365-3395

NATURE OF WORK:

The agri-business graduate is trained in sales techniques, business procedures and will possess a background in the basic agricultural production of the area.

JOB OPPORTUNITIES:

Businesses which are agriculturally oriented are asking for sales people who possess an agriculture background in addition to business and sales training. The employment areas range from fertilizers and implement dealers to self-employment.

**COURSE OR COURSE .
CONTENT:**

Communications	Work Experience
General Biology	Personnel Management
General Zoology	Feeds and Feeding
Marketing	Business Law
Salesmanship	Grain Handling & Merchandising
Retailing	Fertilizers and Chemicals
Business Mathematics	Grain and Seed Seminar
Crop Production	Management
Economics of Agricultural Marketing	Principles of Accounting II
Introduction to Soils	Electives
Principles of Accounting I	

LENGTH OF PROGRAM:

Two years including three months (1 qtr.) of on-the-job-training

**HELPFUL HIGH SCHOOL
COURSES:**

Accounting
Advertising
Marketing
Salesmanship

PERSONAL QUALITIES:

Good moral character
Financially responsible
Preferably of "rural, agricultural background"

**PERSONAL EQUIPMENT
NEEDED:**

Normal school supplies

EXPENSES:

Regular fees as outlined in the college catalog.



PROGRAM TITLE:	Agri-Business, Office (Ag-Technology)
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821
NATURE OF WORK:	A person employed in the agri-business office occupation keeps books and accounts, types letters, forms and orders, and is responsible for other routine office duties.
JOB OPPORTUNITIES:	The program prepares an individual to work in or manage the office of an agricultural business such as an implement business, elevator, or feed store. In addition, he may work as a fieldman, office worker, assistant manager or manager of county agricultural stabilization committee office.
COURSE OR COURSE CONTENT:	The program includes classroom and laboratory activities in the basic agriculture sciences plus: Typing Filing Indexing Calculators Surveying Map Reading
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.
HELPFUL HIGH SCHOOL COURSES:	Vocational Agriculture Sciences
PERSONAL QUALITIES:	Interest in business and agriculture
PERSONAL EQUIPMENT NEEDED:	Routine school supplies
EXPENSES:	Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Agri-Mechanic****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The agri-mechanic maintains, assembles and overhauls the electrical, mechanical and hydraulic systems in all types of farm machinery such as tractors, combines, pickup balers, corn pickers, crop dryers, field harvesters and elevators and conveyors. The mechanic may use welding equipment or power metalworking tools as well as handtools such as wrenches, pliers, hammers and micrometers to repair broken parts.

JOB OPPORTUNITIES:

Employment requirements for farm equipment mechanics are mainly determined by the level of farm mechanization. Growing requirements for food should greatly increase the amount of mechanization on farms. Improved manufacturers' warranties on farm equipment are also expected to increase the demand for farm equipment mechanics.

**COURSE OR COURSE
CONTENT:**

Tune up; Trouble
Shooting
Tractor Repair and
Service
Implement and Units
Repair and Service

Business Management—
Implement Dealership
Carburetion; Ignition;
Power Tuning
Gasoline; LP Gas and
Diesel overhaul

Related Courses
Electrical Systems
Job Orientation

Business Management
Sales and Parts

LENGTH OF PROGRAM:

One school year (prerequisite: Diesel Mechanics)

**HELPFUL HIGH SCHOOL
COURSES:**

Mathematics
Science
English

Drafting
Vocational Agriculture
Industrial Arts

PERSONAL QUALITIES:

Mechanical ability
Good eye-hand coordination
Good hearing and eyesight
Reasonable strength

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Tools, equipment and books are furnished by the school

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Farm Implement Mechanic****NAME OF SCHOOL:**

Billings Vocational-Technical Center
 3615 Montana Avenue, Billings, Montana 59102
 Phone (406) 248-7741

NATURE OF WORK:

The farm implement mechanic will be able to repair and assemble all types of new and used farm equipment. He will become familiar with all agriculture implements used in the state of Montana such as planting and seeding machines, cultivators, machines used in planting and harvesting hay, harvesting machines (grain and row-crop) and all machines used in field preparation. The mechanic will also be able to do field repair and adjustments.

JOB OPPORTUNITIES:

Employment opportunities in the farm implement mechanics area are very good. This type mechanic may find employment at implement dealers, large farm corporations and farm implement manufacturing companies. With the increased amount of mechanization in agriculture, the demand for travel personnel in the farm implement mechanic field should increase.

COURSE OR COURSE CONTENT:

Orientation & First Aid	Farm Loaders
Welding	Manure Spreaders
Small Engines	Farm Truck Hoists,
Tractor Maintenance	Bodies, PTO's
Machines for Field Prep	Planting & Seeding
Beet Harvesters &	Machines
Toppers	Cultivators
Grinder-Mixers	Hay Machines
Elevators & Augers	Grain Harvesting
Garden Tractors &	Forage Harvesters &
Related Equipment	Related Equipment

**LENGTH OF PROGRAM:
HELPFUL HIGH SCHOOL**

9 months—starting Fall Quarter

COURSES:

Welding	Machine Shop
Vo-Ag Course	Basic Skills
Mechanics	Shop Math
Basic Electricity	Physics

PERSONAL QUALITIES:

Good manual dexterity
 Good hearing & eyesight
 Physical strength & ability to maintain & repair large equipment
 One year Basic Mechanics or equivalent on-job-experience
 Neatness
 Initiative

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
 Coveralls

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)
 Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:	Farm and Ranch Management (Ag-Technology)
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821
NATURE OF WORK:	The farm and ranch manager directs activities on a farm or ranch, using a knowledge of management and farm or ranch techniques.
JOB OPPORTUNITIES:	Job opportunities are available on large farms or ranches and in many agriculture related industries. Knowledge of farm and ranch management is very valuable in operating a self-owned farm or ranch.
COURSE OR COURSE CONTENT:	Classroom and laboratory activities Livestock, livestock feeding and range management Soil, crops, weed control Farm mechanics and welding
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.
HELPFUL HIGH SCHOOL COURSES:	Vocational Agriculture Sciences
PERSONAL QUALITIES:	A sincere interest in the production of agriculture products A desire to work in farming or ranching
PERSONAL EQUIPMENT NEEDED:	Routine school supplies
EXPENSES:	Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Forestry Technician****NAME OF SCHOOL:**

Flathead Valley Community College
P. O. Box 1174, Kalispell, Montana 59901
Phone (406) 752-3411

NATURE OF WORK:

The forestry technician's work includes cruising standing timber and scaling logs, reforesting lands for future forest crops, assisting in the harvest of timber, fighting forest fires, assisting in insect and disease control, assisting in the construction and maintenance of forest improvements and recreational facilities, and helping to survey property lines and road locations.

JOB OPPORTUNITIES:

Persons who love the outdoors and have the proper background of training can look forward to a rewarding career in Forest Technology. Forest technicians are employed by industrial firms as well as agencies of the federal and state governments.

**COURSE OR COURSE
CONTENT:**

General Forestry	Forest Economics
Mensuration	Aerial Photo
Forest Protection	Interpretation
Forest Surveying	Technical Mathematics
Drafting and Mapping	Technical
Advanced Mensuration	Communications
Timber Technology	

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Physics	Trigonometry
Biology	(1 semester)
Chemistry	Geometry
Algebra (3 semesters)	

PERSONAL QUALITIES:

Capability for independent work
Capability of directing crew
Reasonably good health
Love of outdoors
Better than average mechanical aptitude

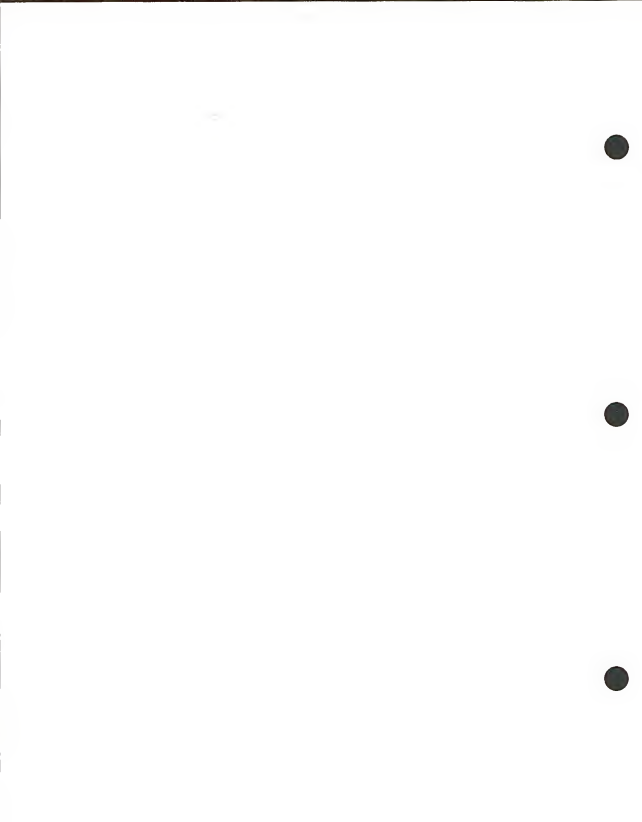
**PERSONAL EQUIPMENT
NEEDED:**

The student will be required to purchase equipment which will be used on the job and routine school supplies. Warm clothing will be needed since a great deal of the laboratory work is done outdoors.

EXPENSES:

Tuition: In-district.	\$ 75 per quarter
Out-of-district.	\$100 per quarter
Out-of-state.	\$200 per quarter

Additional expenses will include books and forestry technology equipment, \$40 per quarter.



PROGRAM TITLE:**Forestry Technician****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The forestry technician works with and supplements the professional forester. Duties performed may include log scaling, timber cruising and marking, road location and layout, silvicultural practices, fire prevention and control, insect and disease control, recreation management, range and wildlife surveys, and seeding and planning.

JOB OPPORTUNITIES:

Forestry technicians are employed by federal government agencies (U.S. Forest Service, Bureau of Land Management, Soil Conservation Service, U.S. Park Service, Bureau of Indian Affairs and Coast and Geodetic Survey), state forestry and resource agencies, private logging and lumbering firms, forestry consulting firms, municipal park and recreational departments, and private retail lumber concerns.

COURSE OR COURSE CONTENT:

Forest Measurements	Botany
Surveying	Regulations and Laws
Safety	Technical Writing
Mathematics	Forest Ecology & Silvics
Dendrology	Applied Silviculture
Soils	Road Location & Design
Communications	Recreation Planning
Technical Drawing	and Imp.
Tools	Aerial Photo
Forest Products	Forest Economics
Silviculture	Timber Harvesting
Fire Protection	Supervision and
Range & Wildlife	Foremanship
Management	First Aid
Watershed Management	
Insect and Disease	
Control	

LENGTH OF PROGRAM:

2 years

HELPFUL HIGH SCHOOL COURSES:

Science
Mathematics

PERSONAL QUALITIES:

Mastery of basic mathematics
Excellent physical condition
Good vision, agility, stamina
Interest in living and working out-of-doors

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Sturdy boots
Durable warm clothing
Raincoat or water repellent jacket

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Grain, Feed, Seed and Farm Supply											
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821											
NATURE OF WORK:	The operator of a grain elevator has numerous responsibilities such as: Purchasing, grading, storing, blending, merchandising and shipping grain; selling and servicing retail farm supply customers with such products as fertilizers, animal health products, seeds and agricultural chemicals; operating seed cleaning and treating facilities; grinding, rolling and molassizing feed; and operating truck scales and dump equipment.											
JOB OPPORTUNITIES:	Persons completing this program may find employment in the following occupations: <table border="0" style="width: 100%;"> <tr> <td>Elevator Manager</td> <td>Feed Mixer</td> </tr> <tr> <td>Elevator Second Man</td> <td>Warehouse Man</td> </tr> <tr> <td>Counter Man</td> <td>Scalesman and Grader</td> </tr> <tr> <td>Outside Salesman</td> <td>Grain or Cereal</td> </tr> <tr> <td>Sales Service Man</td> <td>Laboratory Worker</td> </tr> </table>		Elevator Manager	Feed Mixer	Elevator Second Man	Warehouse Man	Counter Man	Scalesman and Grader	Outside Salesman	Grain or Cereal	Sales Service Man	Laboratory Worker
Elevator Manager	Feed Mixer											
Elevator Second Man	Warehouse Man											
Counter Man	Scalesman and Grader											
Outside Salesman	Grain or Cereal											
Sales Service Man	Laboratory Worker											
COURSE OR COURSE CONTENT:	Agriculture Courses Crop Production Livestock Production Agricultural Chemicals Agricultural Fertilizers Agri-Business Management Retailing Merchandise Grain Grading Grain Warehousing and Merchandising	Related Courses Industrial Relations Communications Sciences										
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.											
HELPFUL HIGH SCHOOL COURSES:	Vocational Agriculture Sciences	Mathematics Industrial Arts										
PERSONAL QUALITIES:	Good hearing and eyesight Limited physical disabilities permissible											
PERSONAL EQUIPMENT NEEDED:	Routine school supplies and books											
EXPENSES:	Regular fees and costs as outlined in the college catalog.											



PROGRAM TITLE:**Livestock Technology****NAME OF SCHOOL:**

Dawson College
300 College Drive, Glendive, Montana 59330
Phone (406) 365-3396

NATURE OF WORK:

Farming and ranching is a very complex occupation. Advances in finances and economics, marketing and scientific development of farm animals have created a need for this type of program both on the farm and ranch, and in the farm-ranch related agricultural occupations. Expertise in agricultural marketing, animal nutrition, ranges and range plants, animal reproduction, economics, crop physiology and animal sciences have become an absolute necessity for those who anticipate a career in agriculture.

JOB OPPORTUNITIES:

Farm related business functions provide excellent career opportunities for those who are trained in animal production techniques. An opportunity does exist for those students to enter this field whether or not he has an agricultural background. If the non-rural student has the desire he can enter this field along with the student who has a strong background in farm-ranch animal technology.

COURSE OR COURSE CONTENT:

Swine & Sheep Production
Animal Genetics
Economics of Agricultural Marketing
Ranges and Range Plants
Plants Science in Agriculture
Social Science in Agriculture
Feeds and Feeding
Livestock Evaluation
Beef Production I
Beef Production II
Animal Science in Agriculture
Reproduction in Farm Animals

LENGTH OF PROGRAM:

Nine months

HELPFUL HIGH SCHOOL COURSES:

Vocational Agriculture
Sciences

PERSONAL QUALITIES:

Interest in agriculture

PERSONAL EQUIPMENT NEEDED:

Normal school supplies

EXPENSES:

Regular fees as outlined in the college catalog.



PROGRAM TITLE:**Accounting Assistant****NAME OF SCHOOL:****Helena Vocational Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060****NATURE OF WORK:**

The accounting assistant would work under a senior accountant, compute and record payroll, record accounts receivable and accounts payable, prepare different financial statements, keep records for inventory control and record other information vital to the keeping of records of a small, medium or large business.

JOB OPPORTUNITIES:

An accounting assistant may work for any business which uses modern methods of record keeping. Opportunities also exist in working in private accounting firms. After acquiring experience and on the job training there are good opportunities for advancement to higher level accounting positions.

COURSE OR COURSE CONTENT:

Accounting I	Auditing
Accounting II	COBOL Programming
Accounting III	Cost Accounting
Personal Income Tax Preparation	Typing
Introduction to Data Processing	Mathematics
Computer Systems Fundamentals	Business Law
	Business Machines
	Government Accounting
	Business Communications
(Special projects by department instructors)	

LENGTH OF PROGRAM:**5 quarters****HELPFUL HIGH SCHOOL COURSES:**

Bookkeeping	English
Business Math	Other Business Courses

PERSONAL QUALITIES:

Good hand coordination
Must be able to do detailed work
Excellent vision
Must be able to concentrate for long periods of time

PERSONAL EQUIPMENT NEEDED:**Routine school supplies****EXPENSES:**

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state: \$100



PROGRAM TITLE:

Bookkeeper-Accountant

NAME OF SCHOOL:

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

The bookkeeper-accountant performs routine calculating, posting and typing duties; totals accounts using electronic equipment; and prepares and interprets financial data and transactions for owner or management.

JOB OPPORTUNITIES:

Jobs are available to qualified people in offices maintaining accounting records.

**COURSE OR COURSE
CONTENT:**

Accounting 10/20 is a basic bookkeeping course which covers the complete cycle from source documents to preparation of financial statements.

LENGTH OF PROGRAM:

A 2-year course is anticipated for students without previous training.

**HELPFUL HIGH SCHOOL
COURSES:**

Any high school course which involves:
Neatness
Accuracy
Attention to detail
General or Business Mathematics

PERSONAL QUALITIES:

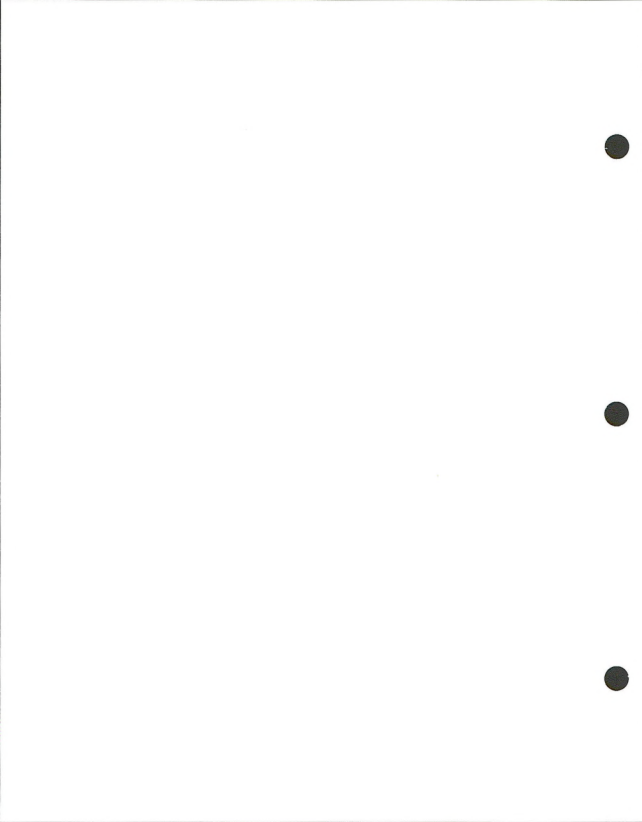
Dependability
Neatness
Honesty

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Bookkeeper-Accountant	
NAME OF SCHOOL:	Great Falls Vocational-Technical Center 1015 1st Avenue North, Great Falls, Montana 59401 Phone (406) 761-5800	
NATURE OF WORK:	The bookkeeper-accountant computes and records payroll, accounts receivable and accounts payable; keeps records for inventory control; prepares financial statements; may work under the guidance of a senior accountant.	
JOB OPPORTUNITIES:	A bookkeeper-accountant may work for any business which keeps a set of business records. Opportunities exist also in working with accounting firms. There are good opportunities for advancement.	
COURSE OR COURSE CONTENT:	1st Quarter Accounting I Business Math Interpersonal Communications Business Machines I Typing I 3rd Quarter Accounting III Personal/Federal Income Tax Business Organization & Management Business English	2nd Quarter Accounting II General Business Business Law Introduction to Data Processing Filing/Indexing 4th Quarter Cost Accounting Economics Business Marketing Insurance
LENGTH OF PROGRAM:	4 Quarters	
HELPFUL HIGH SCHOOL COURSES:	Bookkeeping English Other business courses	Business Math Typing
PERSONAL QUALITIES:	Neatness Good vision Concentration	Dependability Liking for detail work
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Tuition: In-state, None Out-of-state, \$600 (full-time student) Fees: In-state, \$100 Out-of-state, \$100	



PROGRAM TITLE:**Bookkeeper Assistant****NAME OF SCHOOL:****Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400****NATURE OF WORK:**

The bookkeeper assistant, under the guidance of a qualified bookkeeper, computes and records pay-rolls, records accounts receivable and accounts payable, keeps records for inventory control, and records other information vital to the record keeping procedure of a small, medium or large business.

JOB OPPORTUNITIES:

A bookkeeper assistant may work for any business which keeps a set of modern records. Some opportunity does exist in accounting firms. There are good opportunities for advancement after acquiring experience and on the job development.

**COURSE OR COURSE
CONTENT:**

Bookkeeping
Communications
Office Machines
Filing
Data Processing
Concepts
Economics
Business Law

Mathematics
Business Management
Office Procedures
Simulated Office
Co-op Work Experience
Machine Transcription
Business Introduction to
Business Management

LENGTH OF PROGRAM:

1 year

**HELPFUL HIGH SCHOOL
COURSES:**

Bookkeeping
Business Mathematics
Typing

English
Business Courses

PERSONAL QUALITIES:

Good eye-hand coordination
Strong capability for detail work
Excellent vision
Ability to concentrate for long periods of time
Ability to follow orders
High verbal, numerical, clerical aptitude

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Business Data Processing****NAME OF SCHOOL:**

Helena Vocational-Technical Center
 1115 Roberts Street, Helena, Montana 59601
 Phone (406) 442-0060

NATURE OF WORK:

Business Data Processing is a broad field which includes many skills and intellectual disciplines. See **JOB OPPORTUNITIES** below.

JOB OPPORTUNITIES:

The following list of occupations represents jobs on which one or more Business Data Processing students have been placed either during or after completion of the course:

Bookkeeper	Key Punch Operator
Accountant (non CPA)	Tab Equipment Operator
Tax Consultant	Computer Operator
Auditor	Computer Programmer
Office Manager	Systems Analyst
	Data Processing Manager

It can be readily seen that the above jobs cover a wide range of preparation. In order to receive a certificate, students must have successfully studied all the course content listed below; however, instruction is individualized enough to permit a degree of specialization in either Accounting, Machine Operation, or Computer Programming.

COURSE OR COURSE CONTENT:

Machine Language	Assembly Language
COBOL	FORTRAN
RPG	Data Processing
Machine Operation	Problem Analysis
Advanced COBOL	Advanced FORTRAN
Accounting I, II, & III	Auditing
Cost Accounting	Income Tax Preparation
(Special projects selected by staff)	

LENGTH OF PROGRAM:

2 years

HELPFUL HIGH SCHOOL COURSES:

Mathematics (Business Math, Algebra, Geometry)
English
Speed Reading
Science
General Business
Bookkeeping
Typing
Technical Writing

PERSONAL QUALITIES:

Interest in business, academic ability, ability to work with others, sense of logic, persistence, honesty, ability to communicate orally and in writing.

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)
 Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:**Computer Programmer****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The computer programmer assists in the preparation of flow charts or block diagrams; writes accompanying operator instructions and documentation for electronic computer problem programs; and does related work as required.

JOB OPPORTUNITIES:

Employment is expected to increase very rapidly, as an expanding and increasingly complex economy causes computers to become increasingly useful to business and government. Positions are available with most progressive companies. They offer good salaries and liberal employee benefits. All large cities throughout the area and the nation have great demand for good programmers.

**COURSE OR COURSE
CONTENT:**

First Year	Second Year
Data Processing Concepts	Flow Charting Documentation
Mathematics of Business Principles and Economics of Business	Office Machines Advanced Programming Tape and Disk Applications
Bookkeeping Communicative Psychology	Data Processing Systems Design and Analysis
Introduction Tabulation Equipment Operation	
Introduction Computer Programming	
Mathematics of Data Processing	

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Bookkeeping
Mathematics
Typing
Business
Office Procedures

PERSONAL QUALITIES:

Neatness	Perseverance
Ability to work in great detail	Ability to work with others
Ability to communicate	

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Flow chart template, coding sheets, good marking pencil, forms for each particular job.

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Keypunch Operator****NAME OF SCHOOL:**

Butte Vocational Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

Keypunch operators, using machines similar in action to typewriters, punch holes in tabulating cards. Each hole can be identified as representing a specific item of information. The information will be checked and then inserted into machines, e.g., computers.

JOB OPPORTUNITIES:

Keypunch operators are employed mainly in firms handling a large volume of record keeping and other paper work, such as manufacturing companies, banks, insurance firms, government agencies, wholesale and retail firms.

COURSE OR COURSE CONTENT:

Introduction to Keypunch Machine
Numeric, Alpha, Alpha-Numeric
Introduction to Verifier
Special Machine Features

LENGTH OF PROGRAM:

6 months or until the student becomes proficient enough to secure employment.

HELPFUL HIGH SCHOOL COURSES:

Bookkeeping	Typing
Basic Mathematics	Office Machines
English	

PERSONAL QUALITIES:

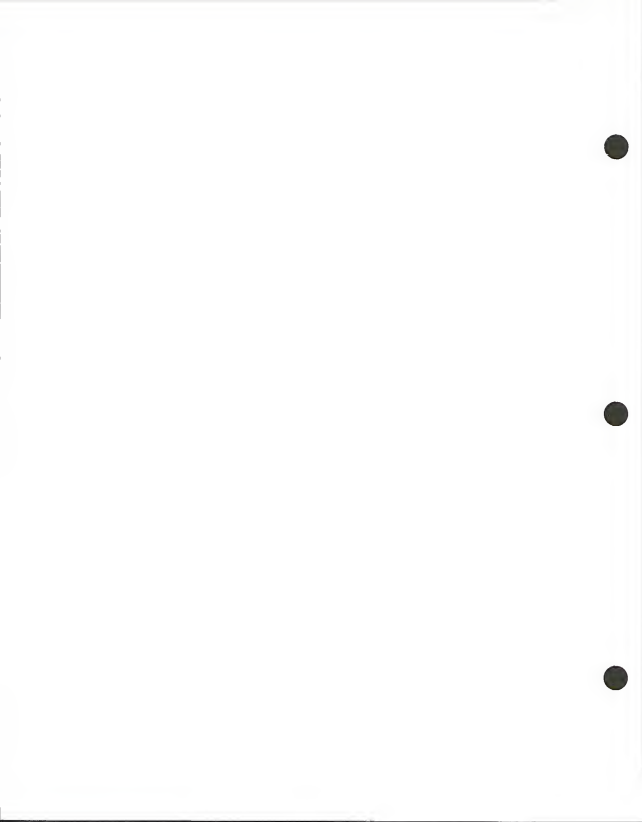
Willingness to learn
Adaptability
Regularity of attendance
Punctuality
Ability to accept criticism
Trustworthiness
Ability to work with others as well as independently.

PERSONAL EQUIPMENT NEEDED:

Equipment will be furnished by the school

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Keypunch Operator****NAME OF SCHOOL:**

Great Falls Vocational-Technical Center
1015 1st Avenue North, Great Falls, Montana 59401
Phone (406) 761-5800

NATURE OF WORK:

A keypunch operator uses alphabetic and numeric keypunch machines similar in operation to an electric typewriter to transcribe data from source material onto punchcards and produce prepunched data. These punched cards may be used with electronic computers as well as tabulating machines.

JOB OPPORTUNITIES:

Keypunch operators will continue to be in demand through the 1970's. Most job openings will arise as business organizations continue to grow in size and number, and the volume of billing, computing and other work continues to mount.

**COURSE OR COURSE
CONTENT:**

Business Machines	Economics
Introduction to Data Processing	Interpersonal Relations
Filing and Indexing	English
Accounting	Typing
Business Organization and Management	Keypunch Operation
	Mathematics
	Machine Operations

LENGTH OF PROGRAM:

Approximately two quarters

**HELPFUL HIGH SCHOOL
COURSES:**

Typing
Bookkeeping

PERSONAL QUALITIES:

Finger dexterity
Good vision
Good hand-eye coordination

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Keypunch Operator****NAME OF SCHOOL:**

Helena Vocational Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The keypunch operator punches data into special coding cards or paper tapes for "in-put" into the computer. The cards are punched on machines that resemble typewriters. If the information is to be punched into tapes, the work is done by machines such as typewriters, adding machines, or book-keeping machines which have special attachments to perforate paper tape. The operators must know their machines and be able to recognize any defects in operations.

JOB OPPORTUNITIES:

Keypunch operators will continue to be in demand. Most job openings will arise as business organizations continue to grow and the volume of billing, computing and other work continues to mount. Graduates of the program may use the school placement service and interviews for employment are arranged or determined by individual student needs.

**COURSE OR COURSE
CONTENT:**

Introduction to Data
Processing
Card Sorter

Keypunch Verifier
Machine Operator

LENGTH OF PROGRAM:

1 quarter and up depending on student background

**HELPFUL HIGH SCHOOL
COURSES:**

Typing
Bookkeeping

PERSONAL QUALITIES:

Neatness
Good vision
Good finger dexterity

Reliability
Enjoy working with
machine

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Keypunch Operator****NAME OF SCHOOL:**

Missoula Technical Center
1015 1st Avenue North, Great Falls, Montana 59401
Phone (406) 728-2400

NATURE OF WORK:

The keypunch operator punches data into special coding cards or paper tapes for "in-put" into the computer. The cards are punched on machines that resemble typewriters; or, if the information is to be punched into tapes, the work is done by machines such as typewriters, adding machines, or bookkeeping machines which have special attachments to perforate paper tape. The operators must know their machines and be able to recognize any defects in operation.

JOB OPPORTUNITIES:

Graduates of the program are provided an opportunity to use the school placement service and interviews for employment are arranged or determined by individual student needs.

**COURSE OR COURSE
CONTENT:**

Typing
Accounting
Data Processing Math
Principles of Automated
Data Processing
Keypunch
Human Relations

Tabulating Machine
Operations
Written Communication
Oral Communication
Consumer Economics
Introduction to Business

LENGTH OF PROGRAM:

2 quarters (depending on student background and ability)

**HELPFUL HIGH SCHOOL
COURSES:**

Mathematics

PERSONAL QUALITIES:

Must be over 18
Should be in good health
Work well with business-
related concepts
High school graduate
preferred

Thorough grounding in
math functions, in
general math and
basic algebra
Numerical, spatial, and
general reasoning
aptitudes
Temperment for intensive
person to person
concentration

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Machine Operator****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The machine operator who works with tabulating machines and related equipment designed to sort and count large quantities of accounting and statistical information. Information to be processed in a tabulating machine is first transferred to cards by keypunch operators. These punched cards may be used with electronic computers as well as tabulating machines. Computer operators or console operators first examine the programmers instruction sheet for the run and ascertain the procedure to be followed. He readies the equipment, makes sure the computer is loaded with the tape, discs or cards needed and starts the run.

JOB OPPORTUNITIES:

Graduates of the program are provided an opportunity to use the school placement service. Our Advisory Board and computer users help arrange interviews and practical experience with employment for the student in mind.

COURSE OR COURSE CONTENT:

Typing	Human Relations
Accounting	Consumer Economics
Keypunch	Principles of Automated
Tabulating Machine	Data Processing
Operations	Introduction to Business
Written Communication	Data Processing Math
Oral Communication	Office Machines

LENGTH OF PROGRAM:

3 quarters (depending on student background and ability)

HELPFUL HIGH SCHOOL COURSES:

Mathematics

PERSONAL QUALITIES:

Must be 18 or over	Should be in good health
High school graduate preferred	Numerical, spatial, and general reasoning aptitudes
Thorough grounding in math functions, in general math and basic algebra	Temperament for intensive person to person concentration

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:**Clerk-Typist****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

The clerk-typist understands and performs three vital functions of an office: 1. Record keeping in combination with machines; 2. Preparing, transmitting and receiving oral and written messages into, out of, and within the business; 3. Compiling and computing data. The clerical worker must be able to apply skills in typing, filing, business machines, etc., to complete many office jobs. This program also includes receptionist training.

JOB OPPORTUNITIES:

The clerk-typist may find employment opportunities in typing pools (e.g., utilities companies); receptionist work incorporating both typing and bookkeeping background; insurance companies, government agencies; wholesale and retail business such as ready-to-wear, grocery, hardware and other firms.

**COURSE OR COURSE
CONTENT:**

Fundamentals of Typing	Machine Transcription
Office Machines	Business English
Duplicating Machines	Fundamentals of
Business Math	Bookkeeping
Office Record Keeping	Filing
Orientation & First Aid	

LENGTH OF PROGRAM:

1 year or more depending on prior training

**HELPFUL HIGH SCHOOL
COURSES:**

Typing	Office Practice
Filing	English Grammar

PERSONAL QUALITIES:

High verbal, numerical and clerical aptitudes
Excellent or correctable vision
Good physical and mental health
Accuracy

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Clerk-Typist****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

The clerk-typist performs general clerical work, filing, posting, mail sorting and distribution and telephone work.

JOB OPPORTUNITIES:

The clerk-typist may find employment opportunities in typing pools (e.g. utility companies); receptionist work incorporating both typing and bookkeeping background; insurance companies; government agencies; wholesale and retail businesses, such as ready-to-wear, grocery, hardware and other firms.

**COURSE OR COURSE
CONTENT:**

General Business	Typing
Business Machines and Math	Record Keeping and Filing
Business English	Office Procedures
Steno Pool	Business Letter Writing

LENGTH OF PROGRAM:

12 months or until the student becomes proficient enough to secure employment as a clerk-typist.

**HELPFUL HIGH SCHOOL
COURSES:**

Bookkeeping
English
Secretarial training
Mathematics
Typing

PERSONAL QUALITIES:

Adaptability
Regularity of attendance
Punctuality
Ability to accept criticism
Ability to keep confidences

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Clerk-Typist																
NAME OF SCHOOL:	Great Falls Vocational-Technical Center 1015 1st Avenue North, Great Falls, Montana 59401 Phone (406) 761-5800																
NATURE OF WORK:	A clerk-typist performs general clerical duties. These may include compiling, typing, and filing reports, posting information, sorting and distributing mail, answering telephones, and computing amounts on adding machines.																
JOB OPPORTUNITIES:	Employment opportunities will increase because the volume of paperwork will undoubtedly expand as business organizations grow in size and complexity.																
COURSE OR COURSE CONTENT:	<table border="0"> <tr> <td>Filing and Indexing</td> <td>Business English I,</td> </tr> <tr> <td>Typing</td> <td>II & III</td> </tr> <tr> <td>Accounting</td> <td>Office Practice</td> </tr> <tr> <td>Business Math</td> <td>Spelling & Vocabulary</td> </tr> <tr> <td>Economics</td> <td>I & II</td> </tr> <tr> <td>Intro. to Business</td> <td>Grooming</td> </tr> <tr> <td>Business Machines</td> <td>MTST & Mag. Card</td> </tr> <tr> <td>I & II</td> <td></td> </tr> </table>	Filing and Indexing	Business English I,	Typing	II & III	Accounting	Office Practice	Business Math	Spelling & Vocabulary	Economics	I & II	Intro. to Business	Grooming	Business Machines	MTST & Mag. Card	I & II	
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Business Math	Spelling & Vocabulary																
Economics	I & II																
Intro. to Business	Grooming																
Business Machines	MTST & Mag. Card																
I & II																	
LENGTH OF PROGRAM:	Approximately 9 months																
HELPFUL HIGH SCHOOL COURSES:	Business courses Typing Bookkeeping																
PERSONAL QUALITIES:	Good or correctable vision Good physical and mental health Pleasant personality																
PERSONAL EQUIPMENT NEEDED:	Routine school supplies																
EXPENSES:	<table border="0"> <tr> <td>Tuition:</td> <td>In-state. None</td> </tr> <tr> <td></td> <td>Out-of-state. \$600 (full-time student)</td> </tr> <tr> <td>Fees:</td> <td>In-state. \$100</td> </tr> <tr> <td></td> <td>Out-of-state. \$100</td> </tr> </table>	Tuition:	In-state. None		Out-of-state. \$600 (full-time student)	Fees:	In-state. \$100		Out-of-state. \$100								
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Fees:	In-state. \$100																
	Out-of-state. \$100																



PROGRAM TITLE:**Clerk-Typist****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The clerk-typist understands and performs three vital functions of an office: 1. Record keeping in combination with machines; 2. Preparing, transmitting and receiving oral and written messages into, out of and within the business; 3. Compiling and computing data. The clerical worker must be able to apply skills in typing, filing, business machines, etc., to complete many office jobs. This program also includes receptionist training.

JOB OPPORTUNITIES:

The clerk-typist may find employment opportunities in typing pools (e.g. utilities companies); receptionist work incorporating both typing and bookkeeping background; insurance companies, government agencies; wholesale and retail businesses, such as ready-to-wear, grocery, hardware and other firms.

**COURSE OR COURSE
CONTENT:**

Business Mathematics	Typing
Office Procedures	Bookkeeping
Filing	Machine Transcription
Communications	Office Machines

LENGTH OF PROGRAM:

1 year or more depending on prior training.

**HELPFUL HIGH SCHOOL
COURSES:**

Typing
Filing
Office Practice
English Grammar

PERSONAL QUALITIES:

High verbal, numerical and clerical aptitudes
Excellent or correctable vision
Good physical and mental health
Accuracy

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Executive Secretarial****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

An executive secretary takes dictation and instructions in shorthand, and transcribes it on the typewriter. The secretary may specialize in legal, medical, or other professional fields. In addition, most executive secretaries relieve their employers of various tasks by exercising their own initiative.

JOB OPPORTUNITIES:

Public and private organizations of practically every size and type employ secretaries. Middle management positions are available and the outlook is favorable.

**COURSE OR
COURSE CONTENT:**

Introduction to Shorthand	Speed-Building Shorthand
Dictation and Transcription	Shorthand IV, V, VI
Typewriting I	Business Math & Machines
Typewriting II	Secretarial Accounting
Typewriting III	Business Law I
Office Management	Key Punch
Procedures	Economics
Machine Word Processing	Business Law II
Advanced Secretarial Accounting	Data Processing
Payroll Accounting	Office Education
	on-the-job training

LENGTH OF PROGRAM:

Up to 2 years dependent upon business background

**HELPFUL HIGH
SCHOOL COURSES:**

Typing	Filing
Bookkeeping	Office Procedures

PERSONAL QUALITIES:

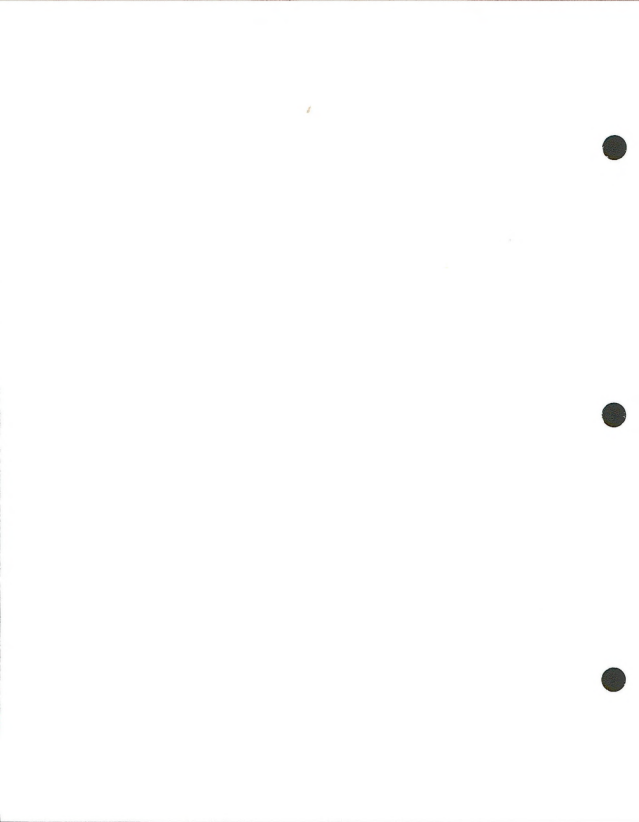
Dependable and punctual
Pleasant personality
Able to get along with people
Initiative and adaptability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**File Clerk****NAME OF SCHOOL:****Great Falls Vo-Tech Center
1015 1st Avenue North, Great Falls, Montana 59401
Phone (406) 761-5800****NATURE OF WORK:****Arranges documents by some filing system, re-
trieves information and keeps records for their re-
turns, may sort mail.****JOB OPPORTUNITIES:****Employment opportunities are expected to be good.****COURSE OR COURSE
CONTENT:****Filing and Indexing
General Business
Spelling
Reading Improvement
Introduction to Business
Personal Improvement****LENGTH OF PROGRAM:****One quarter/3 months****HELPFUL HIGH SCHOOL
COURSES:****Business courses
Reading
Spelling****PERSONAL QUALITIES:****Dependability
Correctable vision
Ability to work with others
Ability to follow directions
Pleasant personality****PERSONAL EQUIPMENT
NEEDED:****Routine school supplies****EXPENSES:****Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100**



PROGRAM TITLE:**General Office Clerical****NAME OF SCHOOL:****Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741****NATURE OF WORK:**

The general office clerk understands and performs three vital functions of an office: 1. Record keeping in combination with machines; 2. Preparing, transmitting and receiving oral and written messages into, out of, and within the business; 3. Compiling and computing data. The clerical worker must be able to apply skills in typing, filing, business machines, etc., to complete many office jobs. This program also includes receptionist training.

JOB OPPORTUNITIES:

The general office clerk may find employment opportunities in typing pools (e.g., utilities companies); receptionist work incorporating both typing and bookkeeping background; insurance companies, government agencies, wholesale and retail businesses such as ready-to-wear, grocery, hardware and other firms.

COURSE OR COURSE CONTENT:

Fundamentals of
Bookkeeping and
Accounting
Typing
Machine Transcription
Business Math
Orientation & First Aid

Business English
Office Machines and
Duplicating
Filing
Data Processing

LENGTH OF PROGRAM:

9 months

HELPFUL HIGH SCHOOL COURSES:

Communications
Business Mathematics
Bookkeeping
Typing

Office Practice
Business Machines
Filing

PERSONAL QUALITIES:

High verbal, numerical and clerical aptitudes
Ability to keep confidences
Initiative
Pleasant personality
Good physical and mental health

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	General Office Clerical	
NAME OF SCHOOL:	Great Falls Vo-Tech Center 1015 1st Avenue North, Great Falls, Montana 59401 Phone (406) 765-5800	
NATURE OF WORK:	Performs general office work such as: copies information from records, proof reads, sorts and files records, receives money and deposits money in bank, runs errands, addresses and stuffs envelopes, limited typing.	
JOB OPPORTUNITIES:	Employment opportunities are expected to be good through the 1970's.	
COURSE OR COURSE CONTENT:	Typing I Typing II Filing-Indexing Business Machines I Accounting I Introduction to Business	Structural English I Structural English II General Business Spelling and Vocabulary Business Math Personal Improvement
LENGTH OF PROGRAM:	2 quarters/6 months	
HELPFUL HIGH SCHOOL COURSES:	Business courses Spelling Reading English	
PERSONAL QUALITIES:	Dependability Ability to work with others Ability to follow directions Correctable vision Pleasant personality	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:**General Office Specialist****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The office specialist performs and understands routine office procedure. The duties may include typing, filing, record keeping, sorting and distributing mail and other correspondences, originating and receiving telephone calls and using business machines as well as fill in at other work stations.

JOB OPPORTUNITIES:

Due to the increase in paper work, employment may be found in governmental offices, private offices, retail and wholesale offices and in typing pools as well as in schools.

**COURSE OR COURSE
CONTENT:**

Typing	Secretarial Accounting
Business Math	Telephone Techniques
Business Machines	Office Procedures
Communication (Oral and written)	Keypunch
Introduction to Data Processing	Business Law
	Economics

LENGTH OF PROGRAM:

Up to 2 years dependent upon business background

**HELPFUL HIGH
SCHOOL COURSES:**

Typing
Filing
Bookkeeping
Office Procedures

PERSONAL QUALITIES:

Dependable and punctual
Pleasant personality
Able to get along with people
Initiative and adaptability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Medical Clerk****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

A Medical Clerk's duties include preparation of patient records for physician, minimal transcription, typing of correspondence, processing of patients' insurance forms, maintenance of office filing system, billing and collecting of patient accounts, and other general office work as assigned.

JOB OPPORTUNITIES:

Employment opportunities exist in medical offices including hospitals, clinics, private physicians, dentists and other health care facilities.

**COURSE OR COURSE
CONTENT:**

Consumer Economics	Human Relations
Business Math	Introduction to Business
Typing	Secretarial Accounting
Office Machines	Medical Office
Filing	Procedures
Written	Medical Terminology
Communications	Medical Transcription
Oral Communications	Anatomy and Physiology

LENGTH OF PROGRAM:

12 months

**HELPFUL HIGH SCHOOL
COURSES:**

General Business Courses
General Science
Biology
Other Science

PERSONAL QUALITIES:

Pleasing personality
High verbal abilities
Ability to follow directions
Professional appearance
Genuine desire to work with people

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Medical Receptionist****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

A Medical Receptionist's duties include making and canceling appointments, arranging for hospital admissions and surgery, screening calls for doctor, keeping waiting room calm and orderly, and maintaining the patients' chart files.

JOB OPPORTUNITIES:

Employment opportunities exist in single and multiple medical offices, including hospitals, clinics, physicians, dentists, and other health care facilities.

**COURSE OR COURSE
CONTENT:**

Business Math
Keyboard Typing
Office Machines
Filing
Typing
Written
Communications

Human Relations
Oral Communications
Consumer Economics
Introduction to Business
Medical Office
Procedures
Medical Terminology

LENGTH OF PROGRAM:

6 months

**HELPFUL HIGH SCHOOL
COURSES:**

General Business Courses

PERSONAL QUALITIES:

Pleasing personality
High verbal abilities
Ability to follow directions
Professional appearance
Genuine desire to work with people

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



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PROGRAM TITLE:**Private Secretarial****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The private secretary takes shorthand dictation and transcribes correspondence and reports from shorthand notes or machine transcribers. She is responsible for coordinating, expediting and facilitating the activities of a business office.

JOB OPPORTUNITIES:

Employment may be found in business and industry, private and public sectors. Opportunities for future employment are excellent.

**COURSE OR
COURSE CONTENT:**

Typewriting I	Introduction to Shorthand
Typewriting II	Speed-Building Shorthand
Typewriting III	Shorthand IV, V, VI
Dictation and	Machine Word
Transcription	Processing
Office Management	Secretarial Accounting
Procedures	Business Law I
Key Punch	Business Law II
Data Processing	Economics
Advanced Secretarial	Payroll Accounting
Accounting	
Office Education	On-the-job Training

LENGTH OF PROGRAM:

Up to 2 years dependent upon business background.

**HELPFUL HIGH
SCHOOL COURSES:**

Typing	Filing
Bookkeeping	Office Procedures

PERSONAL QUALITIES:

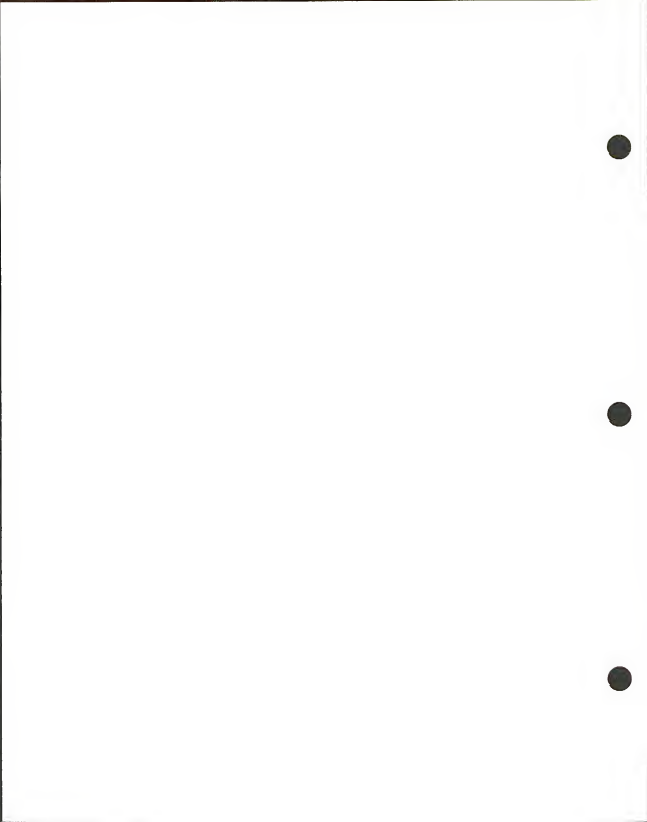
Dependable and punctual
Pleasant personality
Able to get along with people
Initiative and adaptability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Secretary, General		
NAME OF SCHOOL:	Great Falls Vocational-Technical Center 1015 1st Avenue North, Great Falls, Montana 59401 Phone (406) 761-5800		
NATURE OF WORK:	The secretary-stenographer takes dictation, transcribes shorthand or sound recordings, uses the typewriter and performs various clerical duties including filing, mailing and using the telephone.		
JOB OPPORTUNITIES:	Employment opportunities for workers with stenographic skills are very good. Many thousands of workers will be hired to fill new jobs, but an even greater number will be needed to replace stenographers and secretaries who retire or stop working for other reasons.		
COURSE OR COURSE CONTENT:	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> Introduction to Business Filing and Indexing Business Machines I & II Typing Accounting Shorthand Business Organizations and Management </td> <td style="vertical-align: top; width: 50%;"> Spelling & Vocabulary I & II Office Practice Economics Structural English Public Speaking Grooming Dictaphone Mag. Card and Tape </td> </tr> </table>	Introduction to Business Filing and Indexing Business Machines I & II Typing Accounting Shorthand Business Organizations and Management	Spelling & Vocabulary I & II Office Practice Economics Structural English Public Speaking Grooming Dictaphone Mag. Card and Tape
Introduction to Business Filing and Indexing Business Machines I & II Typing Accounting Shorthand Business Organizations and Management	Spelling & Vocabulary I & II Office Practice Economics Structural English Public Speaking Grooming Dictaphone Mag. Card and Tape		
LENGTH OF PROGRAM:	Approximately 12 months, depending upon the student and skills already possessed.		
HELPFUL HIGH SCHOOL COURSES:	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> Spelling Punctuation Grammar Vocabulary </td> <td style="vertical-align: top; width: 50%;"> Business Courses— Typing and Shorthand Bookkeeping </td> </tr> </table>	Spelling Punctuation Grammar Vocabulary	Business Courses— Typing and Shorthand Bookkeeping
Spelling Punctuation Grammar Vocabulary	Business Courses— Typing and Shorthand Bookkeeping		
PERSONAL QUALITIES:	Discretion Good judgment Initiative		
PERSONAL EQUIPMENT NEEDED:	Routine school supplies		
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100		



PROGRAM TITLE:	Secretary, General
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821
NATURE OF WORK:	Secretarial work involves typing and transcribing from shorthand notes, handwritten copy and machine dictation; filing; handling incoming and outgoing mail; handling incoming and outgoing phone calls; meeting and greeting visitors. General office and clerical work also may include housekeeping (dusting, emptying ash trays, making coffee, preparing for and cleaning up after meetings) and maintaining minor financial records, petty cash fund, stamp funds, coffee fund).
JOB OPPORTUNITIES:	Employment opportunities are available in all types of business and government offices. This program will qualify persons for secretarial or stenographic positions.
COURSE OR COURSE CONTENT:	Typing Shorthand Accounting Office Machines Secretarial Procedures Business Law Economics Preparation for Civil Service Examination
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.
HELPFUL HIGH SCHOOL COURSES:	Typing Shorthand Bookkeeping English Office Practice
PERSONAL QUALITIES:	Accuracy Ability to follow directions Neat appearance Adaptability
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Books to be purchased as required
EXPENSES:	Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:	Secretary, General	
NAME OF SCHOOL:	Miles Community College Miles City, Montana 59301 Phone (406) 232-3031	
NATURE OF WORK:	Depending on the nature and length of course taken, students can qualify as general secretaries, medical secretaries, legal secretaries, bookkeepers, accountants, clerk typists and file clerks. With additional courses in business administration and liberal arts, Secretarial Science students may qualify for positions in office management.	
JOB OPPORTUNITIES:	The well prepared and qualified student has almost unlimited employment opportunity in industry, the service trades, and professional offices.	
COURSE OR COURSE CONTENT:	Introduction to Business College Typing College Shorthand Business Mathematics Business Machines Secretarial Procedures Machine Transcription	Business Law Vocational Bookkeeping or Accounting Records Management Business Communications Report Writing Individualized instructional methods are used in specialized areas such as Legal and Medical Secretarial Studies. On-the-job experience is included as part of the training in all programs.
LENGTH OF PROGRAM:	2 years	
HELPFUL HIGH SCHOOL COURSES:	English Typing General high school courses. A good knowledge of English is important.	Bookkeeping Shorthand
PERSONAL QUALITIES:	Pleasant personality Ability to supervise others Independent judgment	Ability to work with others Ability to keep confidences
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Tuition: In-district. \$60 per quarter. Out-of-district. \$100 per quarter. Out-of-state. \$200 per quarter.	



PROGRAM TITLE:	Secretary, General	
NAME OF SCHOOL:	Missoula Technical Center 909 South Avenue West, Missoula, Montana 59801 Phone (406) 728-2400	
NATURE OF WORK:	Secretarial work involves typing and transcribing from shorthand notes, handwritten copy and machine dictation, filing, handling incoming and outgoing mail, handling incoming and outgoing phone calls, meeting and greeting visitors, general office and stenographic duties, making travel arrangements and reservations, supervising clerical workers, keeping personnel records.	
JOB OPPORTUNITIES:	The secretarial student should be qualified to fill any office position not requiring special training such as accountant or programmer. A person with this training should be promoted rapidly to upper echelon secretarial positions.	
COURSE OR COURSE CONTENT:	Business Math Typing Communications Shorthand Simulated Office Introduction to Business and Data Processing	Secretarial Accounting Office Machines Filing Machine Transcription Office Procedures Office Management Charm for the Businesswoman
LENGTH OF PROGRAM:	4 quarters	
HELPFUL HIGH SCHOOL COURSES:	Typing Shorthand Bookkeeping Business Law English	COOP Office Practice Basic Math Distributive Education
PERSONAL QUALITIES:	This student should have a desire for advancement and a definite interest in the business community.	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:**Secretary, Legal****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

The legal secretary must have a working knowledge of legal terminology, legal instruments, documents, and pleadings necessary in instituting and prosecuting a law suit. Her duties are many and varied. The legal secretary must be very skilled in typing, shorthand, filing, and have a working knowledge of law. This program prepares one to meet the demanding requirements of a legal secretarial career.

JOB OPPORTUNITIES:

Attorney at law office (private and corporate); law enforcement agencies; state department; federal agencies.

COURSE OR COURSE CONTENT:

Typing	Legal Terminology and shorthand
Legal Typing	Business Machines and Math
Business Law	Filing/Legal Record
Business letter writing	Keeping
Legal Office Procedures	Machine Transcription
English I and II	General Business
Shorthand	

LENGTH OF PROGRAM:

12-15 months, or until student becomes proficient for work in a law office.

HELPFUL HIGH SCHOOL COURSES:

Typing, Shorthand, General Business or Business Law; Office training.

PERSONAL QUALITIES:

Trustworthy of confidences; punctual and dependable; capable of working on own initiative; ability to accept criticism; eagerness to improve skills; neat appearance.

PERSONAL EQUIPMENT NEEDED:

Pens, pencils, typing erasers.

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Secretary, Legal****NAME OF SCHOOL:**

Great Falls Vocational-Technical Center
1015 1st Avenue North, Great Falls, Montana 59401
Phone (406) 761-5800

NATURE OF WORK:

In addition to stenographic work, the legal secretary relieves the employer of numerous routine duties and often independently handles a variety of business details. The legal secretary prepares papers and correspondence of legal nature, such as summonses, complaints, motions and subpoenas.

JOB OPPORTUNITIES:

The employment opportunities are expected to be very good through the 1970's. Legal secretarial positions are available in law offices or in city, county, state or federal agencies. Legal secretarial training is very adequate for any type of secretarial or stenographic position.

COURSE OR COURSE CONTENT:

In addition to general secretarial preparation the program includes:
Legal English (terminology, reference material, office machines)
Legal typing (correspondence, preparation of legal instruments)
Legal shorthand and transcription
Secretarial accounting
Legal secretary skills;
American legal system
Criminal and appellate procedures
Civil probate and corporation procedures
Federal procedures

LENGTH OF PROGRAM:

15 months

HELPFUL HIGH SCHOOL COURSES:

Business Courses	English
Typing	Vocabulary
Shorthand	Spelling
Bookkeeping	Grammar

PERSONAL QUALITIES:

Good vocabulary	Initiative
Discretion	Good hearing
Good judgment	
Working knowledge of spelling, punctuation and grammar	

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Legal Secretary****NAME OF SCHOOL:**

Helena Vocational Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The work in the legal office involves various activities. Among the most important are preparing legal documents, papers and correspondence, greeting clients, arranging appointments for employer and other routine office duties. Receptionists must have knowledge of legal terminology and should know both shorthand and machine transcription.

JOB OPPORTUNITIES:

Legal positions are mainly found in private law practices, in law offices for local, county, state and federal government and in all types of law enforcement agencies. Legal training is a very valuable asset no matter what the secretary's position may be.

COURSE OR COURSE CONTENT:

In addition to the executive or private secretary training program the course includes:

Legal terminology and definitions	Legal ethics and office procedures
Legal typing	Data processing
Legal shorthand and machine transcription	Legal office course placement

LENGTH OF PROGRAM:

Two years recommended

HELPFUL HIGH SCHOOL COURSES:

Typing	English
Shorthand	Secretarial office
Bookkeeping	procedure

PERSONAL QUALITIES:

Dependable and punctual
Pleasant personality
Ability to get along
Good English and vocabulary background
Initiative and adaptability

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Secretary, Legal****NAME OF SCHOOL:**

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821, Extension 71

NATURE OF WORK:

The legal secretary prepares papers and correspondence of a legal nature. The work involves typing, preparation of legal forms, taking dictation, using the dictaphone and operating office machines. In addition the legal secretary may serve as a receptionist and be responsible for keeping the accounting records of the firm.

JOB OPPORTUNITIES:

Legal secretarial positions are available in law offices or in city, county, state or federal agencies. Legal secretarial training is very adequate for any type of secretarial or stenographic position.

**COURSE OR COURSE
CONTENT:**

Typing
Shorthand
Legal Terminology
Accounting
Office Machines

Secretarial Procedures
Business Law
Law Office Practice
Income Tax Procedures

LENGTH OF PROGRAM:

2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.

**HELPFUL HIGH SCHOOL
COURSES:**

Typing
Shorthand
Bookkeeping
Office Practice
English

PERSONAL QUALITIES:

Ability to follow directions
Neat appearance
Adaptability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Secretary, Legal****NAME OF SCHOOL:****Miles Community College
Miles City, Montana 59301
Phone (406) 232-3031****NATURE OF WORK:**

The work of the legal secretary involves the preparation of legal papers, correspondence, legal forms, typing, taking dictation, using the dictaphone and various other office machines, and serving as a receptionist.

JOB OPPORTUNITIES:

Legal secretarial positions are available in law offices or in city, county, state, or federal agencies. In addition, the training received as a legal secretary is adequate for any type of secretarial or stenographic position.

**COURSE OR COURSE
CONTENT:**

Shorthand	Business Law
Typing	Legal Shorthand & Terminology
Business Math	Legal Dictation & Transcription
Business Machines	Legal Office Procedures (on the job)
Psychology	Legal Forms
Records Management	
Machine Transcription	
Advanced Shorthand	

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Typing	Business Law
Shorthand	Bookkeeping
English	Office Procedures

PERSONAL QUALITIES:

Ability to follow orders	Adaptability
Initiative	Independent judgment
Neat appearance	

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-district. \$60 per quarter.
Out-of-district. \$100 per quarter.
Out-of-state. \$200 per quarter.



PROGRAM TITLE:**Secretary, Legal****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

Reads, sorts and routes mail. Takes and transcribes dictation including legal papers and pleadings. Composes letters and prepares documents from dictated instructions, using form files. Has knowledge of law office record keeping, supplies management, administrative and business detail. Knows court rules, service, venue and civil procedure format. Can maintain law library. May supervise clerical workers; do payroll, serve papers.

JOB OPPORTUNITIES:

Positions for legal secretaries exist in law offices (private and corporate) or in city, county, state and federal agencies. In addition, the training received as a legal secretary is adequate for other secretarial positions.

**COURSE OR COURSE
CONTENT:**

Typing	Business Math
Filing	Office Machines
Written	Stenography
Communications	Business Law
Oral Communications	Cooperative Work
Legal Secretarial	Experience
Procedures	Introduction to Business
Legal Transcription	Human Relations
Consumer Economics	Office Management
Secretarial Accounting	Legal Office Production

LENGTH OF PROGRAM:

15 months

**HELPFUL HIGH SCHOOL
COURSES:**

English	Shorthand
General Math	Business Law
Typing	Other Business Related
Government Courses	Courses

PERSONAL QUALITIES:

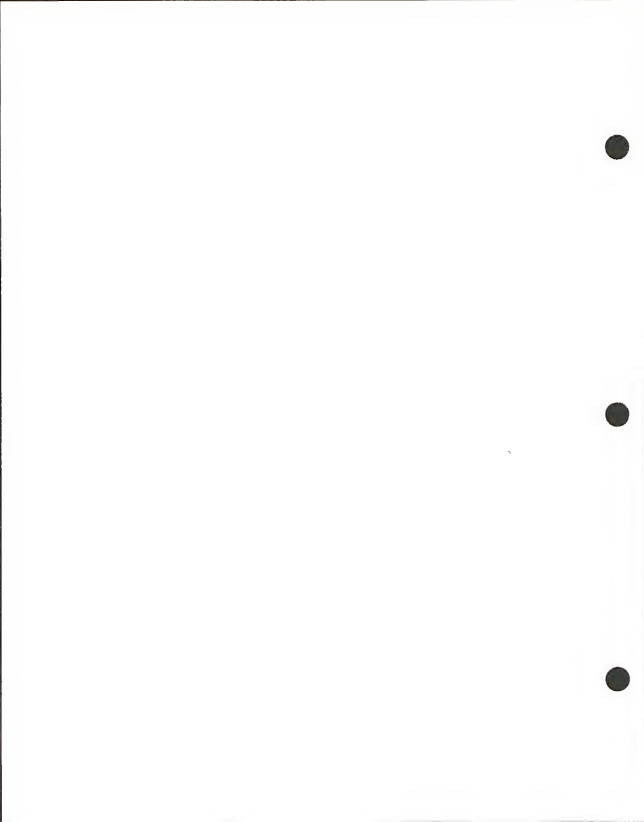
Pleasing personality
High verbal abilities
Ability to follow directions
Professional appearance
Genuine desire to work with people

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies. Pupil responsible for purchase of own books and supplies.

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Secretary, Medical												
NAME OF SCHOOL:	Butte Vocational-Technical Center 404 South Wyoming Street, Butte, Montana 59701 Phone (406) 792-4256												
NATURE OF WORK:	In addition to dictation on medical-surgical terminology, Medical Secretary will cover operative reports, pathologist reports and studies in neurology, pathology, orthopedics, gynecology, urology, neurosurgery, plastic surgery, obstetrics, radiology, pediatrics and others. Medical word roots and meanings with suffixes and prefixes will receive special attention. Office procedures and record keeping will be stressed.												
JOB OPPORTUNITIES:	Physician, dentist, orthodontist offices; hospitals; clinics; insurance companies.												
COURSE OR COURSE CONTENT:	<table border="0"> <tr> <td>Typing</td> <td>Medical Typing</td> </tr> <tr> <td>Shorthand</td> <td>Medical Shorthand and Terminology</td> </tr> <tr> <td>Medical Records</td> <td>English I and II</td> </tr> <tr> <td>Filing</td> <td>General Business</td> </tr> <tr> <td>Business Machines and Math</td> <td>Machine Transcription</td> </tr> <tr> <td>Business Letter Writing</td> <td>Medical Office Procedures</td> </tr> </table>	Typing	Medical Typing	Shorthand	Medical Shorthand and Terminology	Medical Records	English I and II	Filing	General Business	Business Machines and Math	Machine Transcription	Business Letter Writing	Medical Office Procedures
Typing	Medical Typing												
Shorthand	Medical Shorthand and Terminology												
Medical Records	English I and II												
Filing	General Business												
Business Machines and Math	Machine Transcription												
Business Letter Writing	Medical Office Procedures												
LENGTH OF PROGRAM:	12-15 months, or until student becomes proficient for work in a medical office.												
HELPFUL HIGH SCHOOL COURSES:	Typing, Shorthand, Bookkeeping, Office training.												
PERSONAL QUALITIES:	Trustworthy of confidences Punctual and dependable Capable of working on own initiative Ability to accept criticism Eagerness to improve skills Neat appearance												
PERSONAL EQUIPMENT NEEDED:	Pens, pencils, typing erasers.												
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100												

Certification will not be granted until all requisite classes are complete.



PROGRAM TITLE:	Secretary, Medical												
NAME OF SCHOOL:	Great Falls Vocational-Technical Center 1015 1st Avenue North, Great Falls, Montana 59401 Phone (406) 761-5800												
NATURE OF WORK:	In addition to stenographic work, the medical secretary relieves the employer of numerous routine duties. These duties may vary, depending on the nature of the employer's business activities. The medical secretary records appointments, prepares medical charts and reports for doctors or hospital personnel, and may be responsible for preparing and sending bills to patients.												
JOB OPPORTUNITIES:	Medical secretaries are usually employed in medical offices, clinics, hospitals, research programs, social security offices, insurance companies and drug manufacturing firms. In addition, this preparation is very adequate for any type of secretarial or stenographic position.												
COURSE OR COURSE CONTENT:	In addition to general secretarial training the program includes: <table border="0" style="margin-left: 20px;"> <tr> <td>Medical English—terminology—spelling</td> <td>First Aid</td> </tr> <tr> <td>Medical Typing</td> <td>Health Insurance</td> </tr> <tr> <td>Medical Shorthand</td> <td>Medical Records</td> </tr> <tr> <td>Body Structure and Function</td> <td>X-ray</td> </tr> <tr> <td></td> <td>Sterilizing</td> </tr> <tr> <td></td> <td>Physician Assistance</td> </tr> </table>	Medical English—terminology—spelling	First Aid	Medical Typing	Health Insurance	Medical Shorthand	Medical Records	Body Structure and Function	X-ray		Sterilizing		Physician Assistance
Medical English—terminology—spelling	First Aid												
Medical Typing	Health Insurance												
Medical Shorthand	Medical Records												
Body Structure and Function	X-ray												
	Sterilizing												
	Physician Assistance												
LENGTH OF PROGRAM:	15 months												
HELPFUL HIGH SCHOOL COURSES:	<table border="0" style="margin-left: 20px;"> <tr> <td>Biology</td> <td>Spelling</td> </tr> <tr> <td>Typing</td> <td>English Grammar</td> </tr> <tr> <td>Bookkeeping</td> <td></td> </tr> </table>	Biology	Spelling	Typing	English Grammar	Bookkeeping							
Biology	Spelling												
Typing	English Grammar												
Bookkeeping													
PERSONAL QUALITIES:	Discretion Good judgment Initiative Working knowledge of spelling, punctuation and grammar Good vocabulary												
PERSONAL EQUIPMENT NEEDED:	Routine school supplies												
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100												



PROGRAM TITLE:**Medical Secretary****NAME OF SCHOOL:**

Helena Vocational Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The medical secretary's work depends on the employers business activities. It may involve greeting patients, recording and arranging appointments, preparing medical forms and charts, taking dictation and transcribing for correspondence, prepares and sends, receives and pays bills, and all other routine office duties.

JOB OPPORTUNITIES:

Employment opportunities are usually in medical offices, clinics, hospital, private and public health offices, pharmaceutical companies, insurance companies, military and governmental agencies and/or any secretarial position.

COURSE OR COURSE CONTENT:

In addition to the executive or private secretary program the course includes:

Medical Procedures and Ethics	Medical Shorthand and Transcription
Medical Forms	Medical Accounting
Structure and Function of the Human Body	Practice Set

LENGTH OF PROGRAM:

2 years recommended

HELPFUL HIGH SCHOOL COURSES:

Typing	Secretarial in office
Bookkeeping	procedure

PERSONAL QUALITIES:

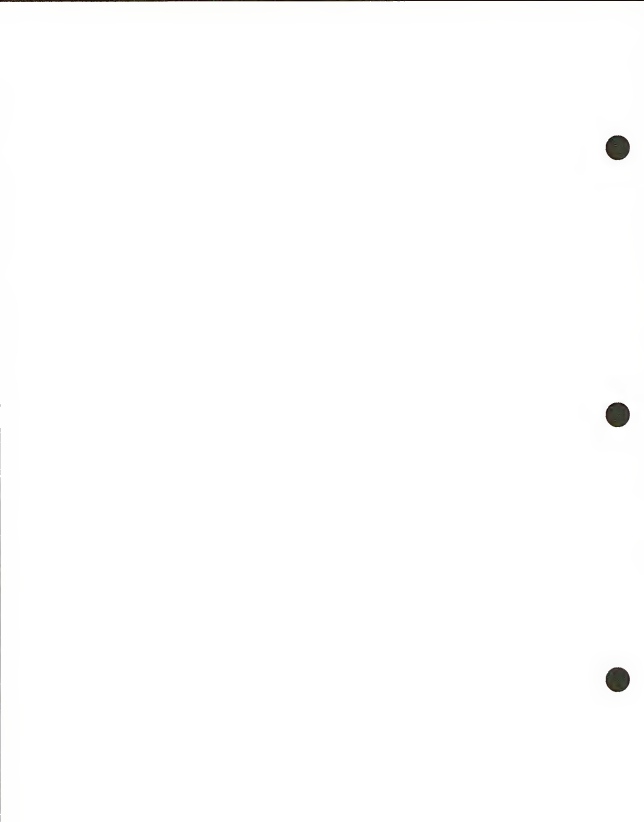
Dependable and punctual
Pleasant personality
Ability to get along
Good vocabulary and English background
Initiative and adaptability

PERSONAL EQUIPMENT NEEDED:

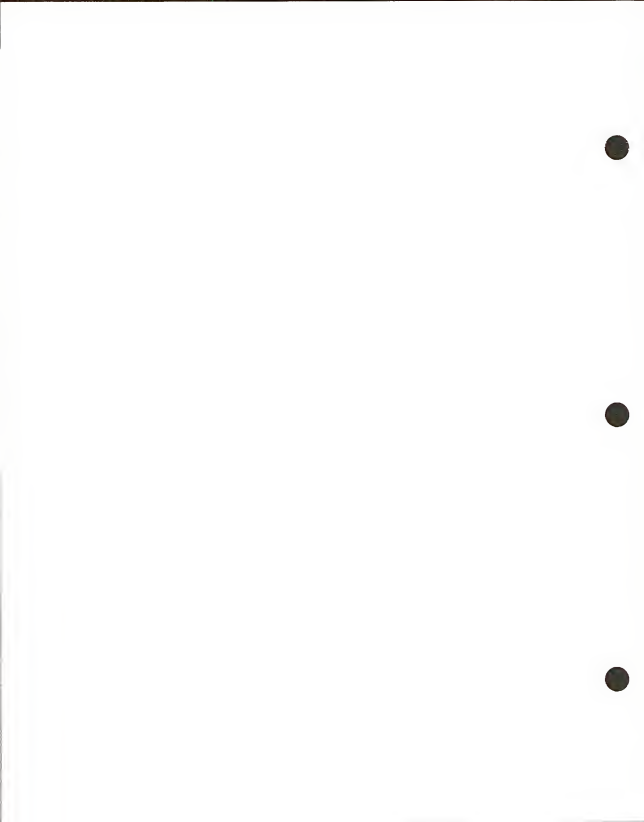
Routine school supplies

EXPENSES:

Tuition:	In-state. None
	Out-of-state. \$600 (full-time student)
Fees:	In-state. \$100
	Out-of-state. \$100



PROGRAM TITLE:	Secretary, Medical	
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821	
NATURE OF WORK:	The medical secretary types medical forms, takes dictation, prepares charts and reports for doctors or hospital personnel, serves as a receptionist and may prepare and send bills to patients and record appointments.	
JOB OPPORTUNITIES:	Medical secretaries are usually employed in medical offices, clinics, hospitals, research programs, social security offices, insurance companies and drug manufacturing firms. In addition, this preparation is very adequate for any type of secretarial or stenographic position.	
COURSE OR COURSE CONTENT:	Typing Shorthand Medical Terminology Accounting	Office Machines Secretarial Procedures Medical Office Practice Anatomy
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.	
HELPFUL HIGH SCHOOL COURSES:	Typing Shorthand Bookkeeping Office Practice English	
NEEDED:	Ability to follow directions Accuracy Neat appearance Adaptability	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Regular fees and costs as outlined in the college catalog.	



PROGRAM TITLE:**Secretary, Medical****NAME OF SCHOOL:****Miles Community College
Miles City, Montana 59301
Phone (406) 232-3031****NATURE OF WORK:**

The job of the medical secretary will vary depending upon the area of employment. The medical secretary may type medical forms, take dictation, prepare charts and reports for doctors or hospital personnel, serve as receptionist, prepare and send bills, record appointments, and handle other routine office duties.

JOB OPPORTUNITIES:

Medical secretaries are usually employed in clinics, hospitals, insurance companies, drug manufacturing firms, medical offices, public health departments, social security offices. In addition, this preparation is very adequate for any type of secretarial or stenographic position.

**COURSE OR COURSE
CONTENT:**

Shorthand
Typing
Business Math
Business Machines
English
Psychology
Records Management
Machine Transcription

Medical Shorthand &
Terminology
Medical Dictation &
Transcription
Medical Office
Procedures (on the job)
Medical Forms

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Typing
Shorthand
Bookkeeping

English
Office Procedures

PERSONAL QUALITIES:

Ability to follow directions
Neat appearance
Adaptability
Independent judgment

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-district. \$60 per quarter.
Out-of-district. \$100 per quarter.
Out-of-state. \$200 per quarter.



PROGRAM TITLE:**Medical Transcriptionist****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

Using a voice machine transcriber, a Medical Transcriptionist will transcribe doctors' reports of patient progress, prognosis, and diagnosis to patient charts or other medical forms.

JOB OPPORTUNITIES:

Employment opportunities exist within multiple physician suites or larger health care facilities. Possibilities also exist for in home transcribing on a contract basis.

**COURSE OR
COURSE CONTENT:**

Business Math
Typing
Office Machines
Filing
Written
Communications
Oral Communications
Consumer Economics

Introduction to Business
Secretarial Accounting
Anatomy and Physiology
Medical Transcription
Medical Terminology
Medical Office
Procedures

LENGTH OF PROGRAM:

15 months

**HELPFUL HIGH SCHOOL
COURSES:**

General Business courses
General Science
Biology

PERSONAL QUALITIES:

Pleasing personality
High verbal abilities
Ability to follow directions
Professional appearance
Genuine desire to work with people

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Secretarial Science****NAME OF SCHOOL:**

Dawson College
300 College Drive, Glendive, Montana 59330
Phone (406) 365-3396

NATURE OF WORK:

The secretary contributes to the efficient flow of office work by processing data according to an established system. The work includes the use of office machines such as the 10-key adding machine, full-key adding machine, printing calculator, rotary calculator, ditto, mimeograph and dictaphone. In addition, the secretary takes dictation, transcribes notes and types letters and reports.

JOB OPPORTUNITIES:

Secretaries work for local office managers in administrative, retail, wholesale and service organizations. Some secretaries work for lawyers, doctors and school administrators. Banks, accounting firms and business agencies create a big demand for college-trained secretaries. Instructors at the college request personnel with a secretarial background.

**COURSE OR COURSE
CONTENT:**

Specialized Courses	Related Subjects
Laboratory Skill Course	Business Mathematics
Beginning Typewriting	Economics
I, II, III	Communications
Advanced Typewriting	Principles of Accounting
I, II, III	I, II
Beginning Shorthand	Introduction to Business
I, II, III	
Advanced Shorthand	
I, II, III	
Introductory Data	
Introductory Data	
Processing	
Office Practice	
Office Machines	

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Typewriting
Shorthand
Bookkeeping
English
Speech

PERSONAL QUALITIES:

Good hearing and vision
Mental and physical dexterity

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Regular fees as outlined in the college catalog.



PROGRAM TITLE:**Secretarial Science****NAME OF SCHOOL:**

Flathead Valley Community College
P. O. Box 1174, Kalispell, Montana 59901
Phone (406) 752-3411

NATURE OF WORK:

The professional secretary will be required to be proficient in typing, shorthand, various types of office machines, filing and re-writing letters. The secretary may also serve as a receptionist.

JOB OPPORTUNITIES:

Secretaries are in constant demand in office-related businesses. Persons possessing a diversified background in office skills are needed in the offices of lawyers, doctors, accountants, industry, government, education, banking and all types of businesses. The person with secretarial skills will always be in demand. Employment opportunities are expected to be very good during the 1970's.

**COURSE OR COURSE
CONTENT:**

Typing
Shorthand
Production Typing
Executive Typing
Advanced Shorthand
Office Machines
Records Management

Secretarial Practices
Principles of Accounting
Principles of Economics
Introduction to Business
Business Mathematics
English Composition
Basic Speech

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Typing
Shorthand
Office Machines
Bookkeeping
English

PERSONAL QUALITIES:

Pleasant personality
Ability to supervise work of others
Ability to work with others

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-district. \$75 per quarter.
Out-of-district. \$100 per quarter.
Out-of-state. \$200 per quarter.
Additional expenses will include books.



PROGRAM TITLE:**Secretary-Stenographer****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

Duties relating to correspondence are the core of the secretarial job. In line with these duties, the secretary is expected to take dictation, transcribe, type and in some cases to edit letters or compose replies. Public relation duties, such as answering the telephone and receiving callers, are an important part of the duties of the receptionist-secretary. Another major group of duties centers around office records. In this area, the secretary compiles reports, sorts and files letters and opens and distributes mail.

JOB OPPORTUNITIES:

The economic growth of Billings and the surrounding area will contribute to a steady need for qualified secretarial-stenographic and related personnel for many years. Various activities in industry (wholesale, retail) and the service trades indicate steady growth of open positions. The supply of qualified stenographers is continually short, not only in this area but throughout the state.

COURSE OR COURSE CONTENT:

Typing
Shorthand
Business Math
Business English
Accounting
Office Machines
Filing
Orientation & First Aid

Data Processing*
Bookkeeping
Transcription
Secretarial Office Practice

*Optional

**LENGTH OF PROGRAM:
HELPFUL HIGH SCHOOL**

9 months
Communications

Bookkeeping

COURSES:

Business Mathematics
Typing
Shorthand

Office Practice
Business Machines

PERSONAL QUALITIES:

Independent judgment
Ability to keep confidences
Initiative
Pleasant personality

**PERSONAL EQUIPMENT
NEEDED:**

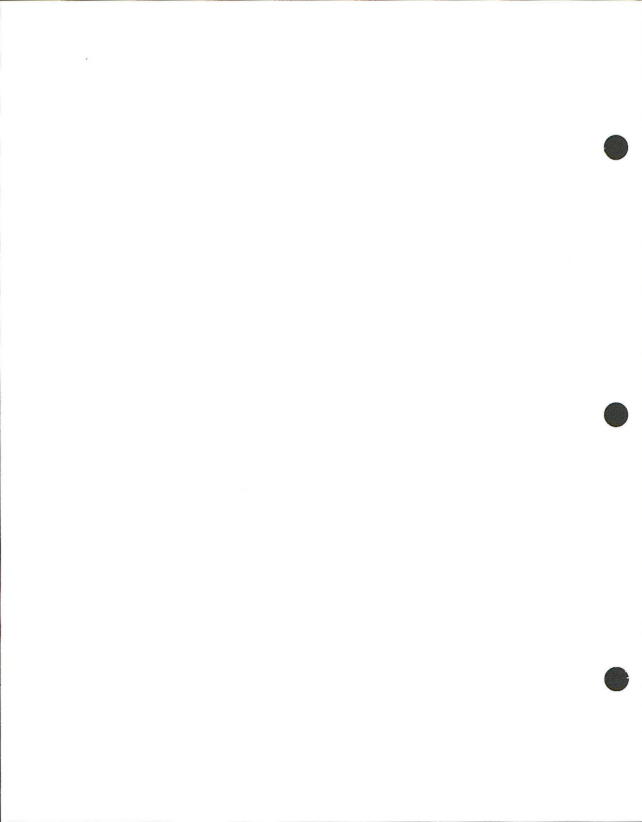
Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$50
Out-of-state. \$50



PROGRAM TITLE:	Secretary, Stenographer	
NAME OF SCHOOL:	Butte Vocational-Technical Center 404 South Wyoming Street, Butte, Montana 59701 Phone (406) 792-4256	
NATURE OF WORK:	The secretary-stenographer takes dictation, transcribes shorthand or sound recordings, uses the typewriter and performs various clerical duties including filing, mailing and using the telephone.	
JOB OPPORTUNITIES:	The secretary-stenographer may find employment in business offices (example: lawyers, doctors, insurance companies, etc.); utilities companies, serving the executive-level employers; typing and stenographic pools in large corporations; office positions in charitable and religious organizations; governmental positions, civil service; school administration; advertising and copywriting.	
COURSE OR COURSE CONTENT:	Shorthand and Transcription Business English Business Mathematics Secretarial Record Keeping Office Practice Office Machines	
LENGTH OF PROGRAM:	12 months or until the student becomes proficient enough to secure employment as a secretary.	
HELPFUL HIGH SCHOOL COURSES:	Shorthand Typing Bookkeeping Mathematics	Secretarial Office training English
PERSONAL QUALITIES:	Adaptability Patience Regular attendance in class Ability to accept criticism	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:**Stenographer****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

Stenographic work involves typing and transcribing from shorthand notes, handwritten copy and machine dictation, filing, handling incoming and outgoing mail, handling incoming and outgoing phone calls, general office duties of a routine nature.

JOB OPPORTUNITIES:

The stenographic student may advance to a secretarial position, but primarily this student will find employment as a stenographer in a small office doing routine office work, or as a secretary-steno in a large steno pool, or as a receptionist in many types of businesses. Numerous jobs exist in state and federal agencies and in industry.

**COURSE OR COURSE
CONTENT:**

Business Math
Typing
Communications
Office Machines
Shorthand

Record Keeping
Filing
Office Procedures
Stimulated Office or
COOP

LENGTH OF PROGRAM:

1 year (four quarters)

**HELPFUL HIGH SCHOOL
COURSES:**

Typing
Shorthand
Bookkeeping
English
Office Practice

COOP
Distributive Education
Business Math
Business Law

PERSONAL QUALITIES:

Good physical and mental health
Excellent or correctable vision
Must be 16 or over
High school graduate preferred
High verbal, numerical and clerical aptitudes
Manual dexterity

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Stenographer, Legal****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

Takes and transcribes shorthand and machine dictation and types legal documents and pleadings. Can do fundamental legal procedures following dictated instructions and form files. Can assume reception, filing and routine law office duties under supervision.

JOB OPPORTUNITIES:

Positions for legal stenographers exist in law offices (private and corporate) or in city, county, state and federal agencies. In addition, the training received as a legal stenographer is adequate for other secretarial or stenographic positions.

COURSE OR COURSE CONTENT:

Typing	Office Machines
Filing	Stenography
Written	Legal Secretarial
Communications	Procedures
Oral Communications	Introduction to
Legal Transcription	Business
Human Relations	Consumer Economics
Business Math	

LENGTH OF PROGRAM:

9 months

HELPFUL HIGH SCHOOL COURSES:

English	General Math
Typing	Business Law
Shorthand	Other Business Related
Government Courses	Courses

PERSONAL QUALITIES:

Pleasant personality
High verbal abilities
Ability to follow instructions
Professional appearance
Genuine desire to work with people

PERSONAL EQUIPMENT NEEDED:

Routine school supplies. Pupil responsible for purchase of own books and supplies.

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Electrical Technician
NAME OF SCHOOL:	Butte Vocational-Technical Center 404 South Wyoming Street, Butte, Montana 59701 Phone (406) 792-4256
NATURE OF WORK:	The electrical technician will be sufficiently knowledgeable, upon completion of the course, to fill the gap between the professional engineer and the skilled craftsman. Technicians find work in testing, trouble-shooting, operation, and maintenance of all types of electric machinery and control systems.
JOB OPPORTUNITIES:	There are job openings in industry for instrument technicians, electrical and electronics technicians, power station operators, repair technicians, electricians, and other industry-related positions.
COURSE OR COURSE CONTENT:	The electrical technology program is designed around six specific divisions. Much of the material is programmed, allowing each student to proceed at his own pace. All areas are designed to make extensive use of laboratory equipment. The six areas of study are: <ol style="list-style-type: none"> 1. Basic electricity and electronics 2. Transistor and Digital Logic Fundamentals 3. Digital Systems, Fundamentals 4. Industry Electricity. 5. Television monitoring and closed circuit communication systems and maintenance. 6. Industrial Testing Equipment.
LENGTH OF PROGRAM:	2 years or less depending upon the ability of the student. The first three areas will be completed the first year. Related subjects, such as mathematics, physics, and communications, will be taught in conjunction with other technical programs.
HELPFUL HIGH SCHOOL COURSES:	Basic Skills Algebra Physics Trigonometry Basic Electricity Geometry Mechanical Drawing
PERSONAL QUALITIES:	Good eye-hand coordination Good vision Good color detection ability Good hearing
PERSONAL EQUIPMENT NEEDED:	Routine school supplies.
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100



PROGRAM TITLE:	Electrical Technician
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821
NATURE OF WORK:	The electrical technician operates, repairs and calibrates measuring instruments; runs load tests on equipment; installs and maintains alternating current power equipment; and selects materials and methods used in electrical installations. The technician uses electronics to control power and industrial equipment, and designs the operation and technical detail of power distribution systems.
JOB OPPORTUNITIES:	The electrical technician is qualified for a variety of occupations in the field of electrical power distribution, and in industries concerned with the design and manufacture of electrical equipment. Job opportunities are good for trained and experienced electrical technicians.
COURSE OR COURSE CONTENT:	Combined laboratory-lecture course. Fundamentals of Electricity and DC Circuits AC Theory and Circuits Fundamentals of Electronics Alternating Current Machines Electrical Power Systems Electrical Instruments Electrical Control Circuits Industrial Electronics Operating Problem Analysis
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.
HELPFUL HIGH SCHOOL COURSES:	Algebra Geometry Trigonometry Biology Chemistry Physics
PERSONAL QUALITIES:	Mechanical ability Good eye-hand coordination Good hearing and vision
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Books Tools
EXPENSES:	Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Electronics Technician****NAME OF SCHOOL:**

Miles Community College
Miles City, Montana 59301
Phone (406) 232-3031

NATURE OF WORK:

The electronics technician applies electronic theory, principles of electrical circuits, electrical testing procedures, engineering mathematics, physics, and related subjects to layout, build, test, trouble shoot, repair and modify electronic equipment. The work includes assembling experimental circuitry, setting up standard test apparatus, analyzing and interpreting test data, adjusting, calibrating, aligning and restoring electronic equipment to specifications. The electronics technician uses all types of hand tools and may engage in technical writings, drawing layouts, circuits and schematics and teach or supervise persons engaged in the electronic profession.

JOB OPPORTUNITIES:

Jobs are available in all types of industry. Opportunities exist in all types of industries such as instrumentation, computer applications, television, radio, manufacturing, space technology, communications, transportation, public utilities, telephone, telegraphy, teletype, broadcast and micro-wave.

COURSE OR COURSE CONTENT:

Electronic Theory
Electronic Laboratory
Fundamentals of
Mathematics
Technical Drawing
Electrical-Mechanical
Drawing

Recommended Electives
Communications
Algebra Trigonometry
Technical-Report
Writing
Physical Science
Vocational Record
Keeping
Co-operative Work
Experience

LENGTH OF PROGRAM:

2 years

HELPFUL HIGH SCHOOL COURSES:

Mathematics
Industrial Arts
Basic Electricity
English

Physics
Mechanical Drawing
Library Practice

PERSONAL QUALITIES:

Average intelligence
Numerical ability
Form perception
Good motor
coordination
Manual dexterity
Ability to discriminate
colors

Good structural visualization and abstract reasoning aptitudes
Clerical perception
Finger dexterity
Good eye, hand and foot coordination

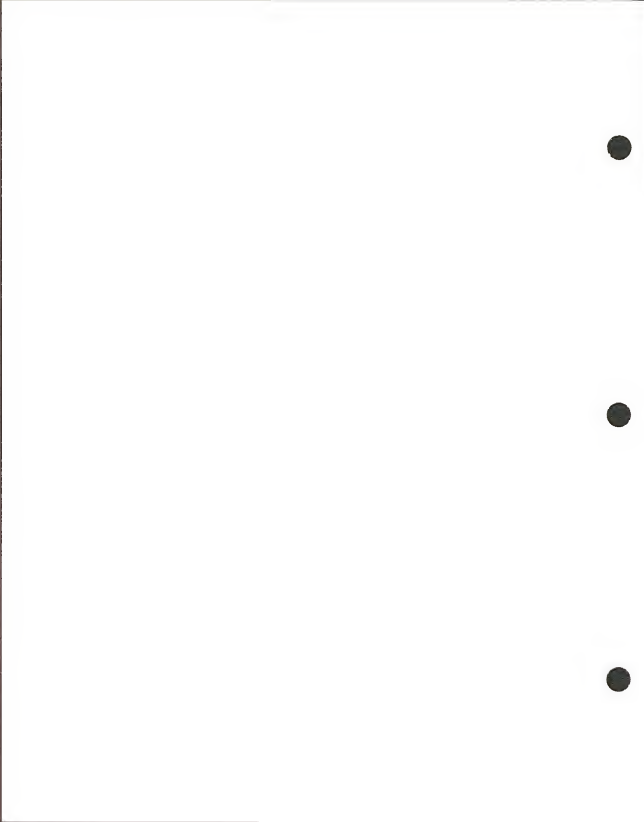
(Lack of some of the foregoing qualities would dictate limits of progress.)

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Basic handtools

EXPENSES:

Tuition: In-district. \$60 per quarter.
Out-of-district. \$100 per quarter.
Out-of-state. \$200 per quarter.
(Lab fees) \$15 per quarter.



PROGRAM TITLE:**Electro-Mechanical Technician****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The electromechanical technology program, through individualized-continuous progress instruction, will provide enrollees an opportunity to enter at a level commensurate with previous training, education, and work experience; and progress at a rate that corresponds to ability and desire. Individualized instruction will also allow the student to specialize in one or more of the areas in electro-mechanical technology.

JOB OPPORTUNITIES:

Job opportunities in the electro-mechanical area are available in almost any field. General areas such as communications, industrial controls, computers, research and development, instrumentation, sales and service, production and manufacturing provide numerous positions for trained technicians.

**COURSE OR COURSE
CONTENT:**

Specialized Courses	Related Subjects
Direct and Alternating Current Theory	Drafting
Vacuum Tube and Semiconductor Theory	Mathematics
Electronic Communication	Physics
Industrial Controls	Communications
Instrumentation	Industrial Relations
Test Equipment	
Computer Theory	

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Algebra
Physics
Chemistry

PERSONAL QUALITIES:

Manual dexterity
Electrical and mechanical interests
Excellent or correctable vision
Unimpaired manipulative abilities
Good verbal, mathematical, structural visualization
and abstract reasoning abilities

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Tools must be purchased by student (\$50.00 approximate cost).

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Electronics Engineering Technician****NAME OF SCHOOL:**

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821

NATURE OF WORK:

The electronics engineering technician works directly under the supervision of the electronics engineer. The technician converts engineering ideas to hardware by building a working piece of equipment, does repair and calibration of electronic equipment, and records precision measurement of electrical quantities. The technician may work in the commercial broadcasting field as a radio or television engineer doing operation, maintenance and installation of broadcast equipment, or may work in the computer industry doing maintenance of small to large computers.

JOB OPPORTUNITIES:

Electronics engineering technicians are employed by research and development departments, instrument centers and design departments in the electronic industry. Opportunities exist in radio stations, television stations and cable TV companies. Technicians may be employed by the computer industry or by computer users and many other industries such as telephone companies, petroleum refineries and pipeline companies. Excellent job opportunities exist and advancement to management is possible.

COURSE OR COURSE CONTENT:**Laboratory Shop Courses**

AC and DC Theory
Electronics
Fundamentals
Basic Circuit Systems
Advanced Circuit Systems
Computers
Industrial Control
Instrumentation

Related Subjects

Communications
Technology
Physics
Algebra, Trigonometry,
Calculus
English, Speech
Engineering Drawing

LENGTH OF PROGRAM:

2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.

HELPFUL HIGH SCHOOL COURSES:

Algebra
Plane Geometry
Advanced Algebra
Physics
Chemistry
Mechanical drawing

PERSONAL QUALITIES:

Mechanical and mathematically inclined
Good vision
No color blindness
Likes to take ideas and convert them to hardware

PERSONAL EQUIPMENT NEEDED:

Routine school supplies.
Book and drawing equipment estimated at \$180.

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Industrial Electronics Technician**
(Instrumentation Technician)**NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The industrial electronics technician works in radio, radar, sonar, telemetering, television, telephone and other forms of communication. The technician works with engineers and scientists doing complex technical work that is more difficult than routine operating and repair work. The technician may be involved with complex equipment such as industrial and medical measuring, recording, indicating and controlling devices; navigational equipment; missile and spacecraft guidance and control instruments; electronic computers; and any other types of equipment using vacuum tubes, transistors, semiconductors and printed circuits. Because the field is so broad, technicians generally become specialists in one area.

JOB OPPORTUNITIES:

As production methods become more complex, increasing numbers of technicians will be required to assist engineers in such activities as production planning, maintaining liaison between production and engineering departments, and technical sales work.

COURSE OR COURSE CONTENT:

First Year	Test Instruments
Basic D/C Circuits	Pulse and Logic
Vacuum Tube	Circuits
Fundamentals	Microwave Fundamentals
Transistor Fundamentals	Radio & TV Systems
Electronic Components	Transistor Amplifiers
Vacuum Tube Amplifiers	Antennas and
Basic Transmitter and	Transmission Lines
Receiver Fundamentals	

Second Year	Related Courses
Communications	Related Mathematics &
Computer Electronics	Science
Instrumentation	Business-Job Orientation
Avionics	
Broadcasting-	
Announcing	

LENGTH OF PROGRAM:

2 school years (9 months each)

HELPFUL HIGH SCHOOL COURSES:

Mathematics	Reading
Science	Drafting
English	

PERSONAL QUALITIES:

Good vision and hearing
Good eye-hand coordination
Ability and interest in the field of electronics

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Library Technician****NAME OF SCHOOL:****Miles Community College
Miles City, Montana 59301
Phone (406) 232-3031****NATURE OF WORK:**

Library technicians generally assist librarians by providing information, assist readers in the use of card catalogue and indexes and catalogue banks. Other responsibilities may include ordering materials and operating audiovisual equipment.

JOB OPPORTUNITIES:

Employment opportunities are available in public schools, city and state libraries and in instructional materials centers with employment vacancies to remain good.

**COURSE OR COURSE
CONTENT:**

First Year
Communications
General Psychology
Speech
Typing
Reference &
Bibliography
Materials for Children
Organization of Library

Second Year
Humanities
Literature
Human Growth &
Development
Audio-Visual
Library Administration
Typing

LENGTH OF PROGRAM:

Two years

**HELPFUL HIGH SCHOOL
COURSES:**Typing
Speech**PERSONAL QUALITIES:**Enjoy detailed work
Have manual dexterity**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-district. \$60 per quarter
Out-of-district. \$100 per quarter
Out-of-state. \$200 per quarter



PROGRAM TITLE:**Radio-TV Maintenance Serviceman****NAME OF SCHOOL:**

Helena Vocational-Technical Center
 1115 Roberts Street, Helena, Montana 59601
 Phone (406) 442-0060

NATURE OF WORK:

The skilled television and radio serviceman uses knowledge of electrical and electronic parts and circuits to install and repair a growing number of electronic products. Most of the skilled work involves diagnosing trouble in equipment and making necessary repairs and adjustments.

JOB OPPORTUNITIES:

Graduates of this program may find employment in radio and television service and repair shops, in wholesale and retail sales, in research as electronic assemblers, and as technicians in industries producing electronic equipment. There are excellent opportunities for advancement.

COURSE OR COURSE CONTENT:

1st Year	2nd Year
Basic Radio Theory	Monochrome Television
D.C. Circuits	Receiver Servicing
A.C. Circuits	The Color Television System
Electron Tube and Solid State Amplifiers & Oscillators and (CW)	Color Television Receiver Servicing
Modulated Wave Transmitters	F.M. and F.M. Multiplex Theory
The Cathode Ray Tube	F.M. and F.M. Multiplex Servicing
The Television System	Tape Recorders, Phonograph and Automobile Radio Servicing
	Review for 2nd Class FCC Examination
	Customer Relations and Service Shop Practices
Related Courses	Related Courses
Related Mathematics & Sciences	Business-Job Orientation

LENGTH OF PROGRAM:

2 school years (9 months each)

HELPFUL HIGH SCHOOL COURSES:

Aptitude in electronics
 Desire to learn the technical aspects of consumer electronic products
 Good eye-hand coordination
 Good eyesight and hearing
 Works well with others
 Interest in electronics

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)
 Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:**Building Trades Craftsman I****NAME OF SCHOOL:**

Helena Vocational-Technical Center
 1115 Roberts Street, Helena, Montana 59601
 Phone (406) 442-0060

NATURE OF WORK:

The building trades craftsman constructs, maintains, repairs and alters homes and other types of buildings, highways, airports, and other structures.

JOB OPPORTUNITIES:

The building trades craftsman is among the largest group of skilled workers in the nation's labor force. The increase in total employment in the building trades (7 of every 10 of whom are employed in the construction industry) is expected to result primarily from the rapid rise in the level of construction activity. This activity includes anticipated large increases in population and in the number of households from cities to the suburbs; increases in government expenditures for urban renewal programs and schools; a rise in expenditures for new industrial plant capacity; and higher levels of personal and corporate income. In addition, there will be a growing demand for alteration and modernization work on existing structures, as well as maintenance and repair work on the increasing numbers of dams, bridges and similar projects.

COURSE OR COURSE CONTENT:

Foundation formwork and layout	Wall and floor framing layout
Roof framing	Interior finishing
Exterior finishing	Safety and first aid
Cabinet and Shop Machines	
Related Courses	
Welding	Blue print reading
Industrial math	Plumbing
Heating	Electricity
Plastic laminates	

LENGTH OF PROGRAM:

1 school year

HELPFUL HIGH SCHOOL COURSES:

English	Drafting
Reading	Science
Mathematics	Industrial Arts

PERSONAL QUALITIES:

Carpentry ability and interest	Good eyesight and hearing
Good eye-hand coordination	Good balance
Reasonable strength	Unafraid of heights

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state, None
 Out-of-state, \$600 (full-time student)
 Fees: In-state, \$100
 Out-of-state, \$100



PROGRAM TITLE:**Building Trades Craftsman II****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

Deals with the concepts of supervision, responsibilities, and procedures of work in building construction. More widespread use of improved tools and equipment will increase the efficiency of carpenters. These products include new types of nails with improved holding properties; hence, fewer nails and less hammering are required. Stronger adhesives are being used that reduce the time needed to join pieces of wood and other materials. Power tools in widespread use include stud drivers, screwdrivers, sanders, saws, staplers and nailing machines. One type of power tool can drill and nail in one operation.

JOB OPPORTUNITIES:

The large rise expected in construction activity, particularly home-building is expected to result in a growing demand for carpenters. In addition, more carpenters will be needed in the maintenance departments of factories, commercial establishments, large residential projects and government agencies.

**COURSE OR
COURSE CONTENT:**

Plumbing, wiring,
heating installation
Architectural drawing
Interior finishing
(hanging doors,
dry wall, etc.)

Related Courses
Estimating
Business

Foremanship &
supervision
Cabinet making &
installation
In depth practices of
first year skills

Welding

LENGTH OF PROGRAM:

1 school year

**HELPFUL HIGH SCHOOL
COURSES:**

English
Reading
Mathematics

Drafting
Science
Industrial Arts

PERSONAL QUALITIES:

Carpentry ability and
interest
Good eye-hand
coordination

Reasonable strength
Good eyesight and hearing
Good balance
Unafraid of heights

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Civil Engineering Technician****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

A civil engineering technician assists civil engineers in planning and construction of highways, railroads, bridges, viaducts, dams and other structures. This work involves estimating costs, preparing specifications for materials, and participating in surveying, drafting, retelling or design work. The technician assists the contractor or superintendent in construction activities and inspection of the work.

JOB OPPORTUNITIES:

The civil engineering technician is employed by federal, state and local government agencies, the construction industry, public utilities and railroads.

**COURSE OR COURSE
CONTENT:**

Basic Surveying
Engineering
Mathematics
Lettering
Mapping
Field Work

Use of engineering
instruments
Transcribing and plotting
field notes
Individual Study
Communication Skills
Soils Laboratory
Photogrammetry

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Basic Skills
Algebra
Geometry
Trigonometry

Mechanical Drawing
Drafting
Reading
Communication Skills

PERSONAL QUALITIES:

Ability to work out of doors
Good physical condition
Good reading and writing ability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Heavy clothing

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Construction Engineering Technician****NAME OF SCHOOL:**

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821

NATURE OF WORK:

The construction engineering technician works directly under an engineer or architect in the construction industry. In addition to surveying and field inspections, the technician will perform various field tests. Office duties will range from take-off work and drafting to computing, interpolating and estimating. The technician also performs necessary laboratory testing procedures.

JOB OPPORTUNITIES:

Graduates of this program should find gainful employment in practically all phases of the general construction industry. They will have the necessary skills for working in the field, the laboratory, and the office.

COURSE OR COURSE CONTENT:

Construction Engineering
Mechanical Design
Layout
Fluid Mechanics
Surveying and
Topography

Strength of Materials
and Structural Design
Basic Concrete and
Asphalt Lab
Engineering Problems
Estimating
Advanced Structures
Testing Procedures
Soil Mechanics
Labor-Management
Relations

Drafting
Engineering Drawing
Descriptive Geometry
Electrical Drawing
Structural Drawing
Architectural Drawing

Related
Mathematics
Physics
Geology
Technical Writing
Calculators

LENGTH OF PROGRAM:

2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.

HELPFUL HIGH SCHOOL COURSES:

Drafting
Mathematics
Physics
Construction

PERSONAL QUALITIES:

Good vision
Good physical condition
Ability to work with others
Initiative
Dependability

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Drafting equipment
Slide rule
All-weather clothing

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Drafting Technician****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

A draftsman works with a language which uses lines, symbols, dimensions and notations to accurately describe the size, kind of material, finish and construction of an object. The drawings must convey the ideas of the engineer to the people who use them.

JOB OPPORTUNITIES:

The need for competent draftsmen becomes greater as our country becomes more industrialized. Draftsmen prepare working drawings for engineering, construction and manufacturing purposes; thus, they provide an essential connecting link between engineering and production.

COURSE OR COURSE CONTENT:

Drafting Courses
Fundamentals of Drafting
Architectural Drafting
Structural Drafting
Mechanical Drafting
Electrical Drafting
Map Drafting

Related Subjects
Applied mathematics (Algebra, Geometry and Trigonometry)
Principles of Mechanics and Strength of Materials
Communication Skills
Orientation & First Aid

LENGTH OF PROGRAM:

9 months (may be employable at the end of 9 months)

HELPFUL HIGH SCHOOL COURSES:

Industrial Arts
Sciences

Communications
Mathematics

PERSONAL QUALITIES:

Mechanical ability
Basic judgment and stability
Good eye-hand coordination

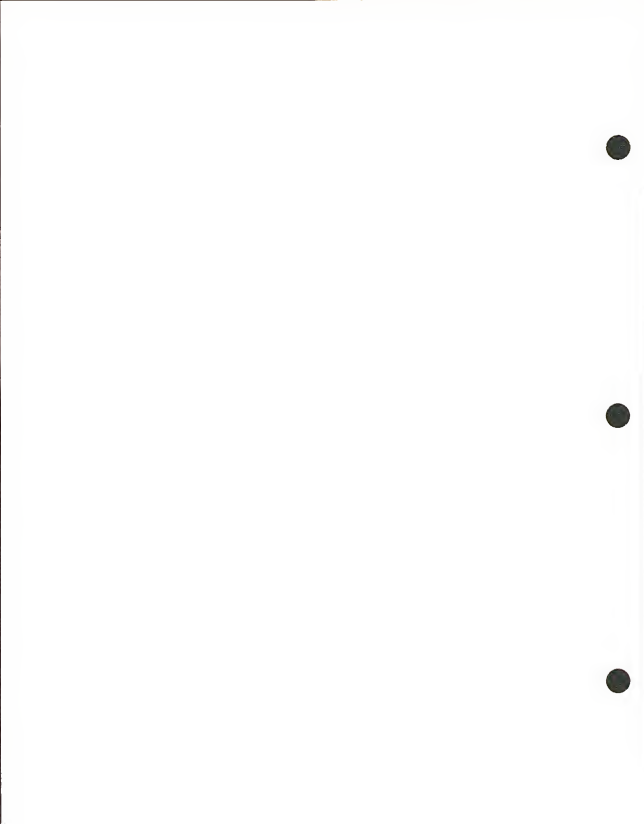
Good hearing and eyesight
Ability to analyze problems

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Drafting Technician****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

A draftsman translates the ideas, rough sketches, specifications, and calculations of engineers, architects, and designers into working drawings which are used by skilled craftsmen in making a product. The draftsman utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings. Draftsmen also propose drawings for the location of highways, power lines, and other utilities; structural drawings, and electrical and electronic drawings.

JOB OPPORTUNITIES:

Most drafting jobs exist in machine, electrical equipment, fabricated metal products, and transportation equipment industries and non-manufacturing industries such as engineering and architectural firms, construction companies and public utilities. Many draftsmen are employed by local, state and federal agencies.

**COURSE OR
COURSE CONTENT:**

Introduction	Tools of Drafting
Lettering	Linework
Geometrical Construction	Theory of Shape
Dimensioning Rules	Description
Inking and Reproduction	Sketching
Sectional Views	Multiview Projection
Shop Processes &	Auxiliary Views and
Material	Revolutions
Design & Working	Tolerancing
Drawings	Pictorial Drawing &
Intersections &	Technical Illustration
Developments	Perspectives
Welding Drawings	Electrical Drawings
Piping Drawings	Structural Drawings
Architectural Drawings	Map Drafting &
Charts and Graphs	Surveying
Algebra	Basic Math
Trigonometry	Geometry

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Mathematics
Mechanical Drawing
Communication Skills

PERSONAL QUALITIES:

Artistic Ability
Mechanical Ability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Drafting Technician****NAME OF SCHOOL:**

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821

NATURE OF WORK:

A draftsman should be capable of working in the office or in the field with engineers, architects, designers, planners and construction personnel. A major portion of the work is concerned with drafting or detailing techniques; however, the draftsman may also be required to perform computations plus other field work.

JOB OPPORTUNITIES:

Trained individuals should experience little difficulty in finding employment in any preferred geographical area. Opportunities are open in many engineering, construction, architectural and drafting firms. Such personnel are also hired by municipalities and state or federal civil service agencies.

COURSE OR COURSE CONTENT:

Drafting Courses
Engineering Drawing
Descriptive Geometry
Electrical Drawing
Architectural Drafting
Structural Drawing
Topographic Mapping
and Surveying
Machine Drawing

Related Courses
Mathematics
English
Estimating
Machine Processes
Calculators

LENGTH OF PROGRAM:

2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.

HELPFUL HIGH SCHOOL COURSES:

Drafting
Mathematics
Physics
English

PERSONAL QUALITIES:

Good eyesight
Ability to work with others
Initiative
Dependability

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Drafting equipment
Textbooks
All-weather clothing

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Heavy Equipment Operator****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The heavy equipment operator performs tasks using all types of heavy equipment connected with construction. The work also involves blueprint reading, preventive maintenance, minor adjustments, stake setting, grading and work with compaction of rails.

JOB OPPORTUNITIES:

Jobs for qualified operators are available in road construction, forestry and other heavy duty projects. Employment in Montana is primarily through the Association of General Contractors and the Operating Engineer's Union, both of which endorse and participate in the Missoula Technical Center training program. Out-of-doors work is seasonal, with exceptionally long hours during all but winter months, which are devoted to indoor maintenance and repair.

COURSE OR COURSE CONTENT:

Reading, checking and setting grade stakes
Safety training and accident prevention
Use of lubricants and lube equipment
Operating mathematics
Grade equipment—scraper, dozer, loader, grader
Labor and management communications

Compaction and compaction equipment
Maintenance and repair of heavy duty equipment
Orientation to shovel, hoe, cranes, hoist
Operation and uses of scraper, bull dozer, front-end loader, grader

LENGTH OF PROGRAM:

5 quarters—includes 6 months of on-the-job training with full credit given.

HELPFUL HIGH SCHOOL COURSES:

Mathematics
Communications
Science
First Aid

PERSONAL QUALITIES:

18 years old before the end of the first week in April of the first year of training
Males preferred
Better than average spatial and mechanical aptitudes
Manual dexterity
Good motor coordination
Good abstract reasoning abilities
Liking for outdoor work, transient and seasonal circumstances
Excellent physical condition
Union required physical examination including back X-rays

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
General work apparel
Set of beginner hand tools

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Land Surveying****NAME OF SCHOOL:**

Flathead Valley Community College
P. O. Box 1174, Kalispell, Montana 59901
Phone (406) 752-3411

NATURE OF WORK:

Land surveying is the science dealing with, but not limited to, the determination of the boundaries and areas of real property. It includes the planning and subdivision of lands and the preparation and interpretation of exhibits, plats and descriptions for the conveying of parcels of land. Particularly important is the understanding of land use controls and the ability to communicate with property owners, professional planners, planning boards, zoning boards, county commissioners, city councils and boards of adjustment on regulations pertaining to the use of land.

JOB OPPORTUNITIES:

Survey technicians are in demand by various government agencies, engineering offices, and private surveyors. Those students indicating a high degree of excellence, together with the proper attitude and desire, have the additional opportunity for seeking professional status and consequently, opportunities in private practice as Registered Land Surveyors.

**COURSE OR COURSE
CONTENT:**

Introduction to Data Processing	Land Survey Systems
English	Small Business Management
College Algebra	Land-Use Control I, II & III
Surveying I & II	Aerial Photography
Trigonometry	Land Survey I & II
Drafting & Mapping	Electives
Physical Geology	
History of Public Lands	

LENGTH OF PROGRAM:

Two years

**HELPFUL HIGH SCHOOL
COURSES:**

Geometry	Algebra
Trigonometry	

PERSONAL QUALITIES:

Good physical and mental health, high verbal and numerical aptitudes. Interests—those who choose to follow this profession should have an open mind, patience, perseverance, and a high degree of integrity. Land surveying requires an inquisitive mind, fondness for challenging problems, devotion to the truth, and an ability to communicate with clientele and others affected by the professional acts.

**PERSONAL EQUIPMENT
NEEDED:**

The student will be required to purchase equipment which will be used on the job and routine school supplies. Warm clothing will be needed since a great deal of the laboratory work is done outdoors.

EXPENSES:

Tuition: In-district. \$75 per quarter
Out-of-district. \$100 per quarter
Out-of-state. \$200 per quarter
Additional expenses will include books and surveying equipment. \$40 per quarter.



PROGRAM TITLE:	Mechanical Engineering Technician	
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821	
NAME OF SCHOOL:	The work of the mechanical engineering technician is semi-professional in nature. The technician provides the professional services needed to transform the concept of the engineer into useful products and services. In doing so, the technician serves as the liaison between the mechanical engineer and the craftsman.	
JOB OPPORTUNITIES:	The mechanical engineering technician usually works as an assistant to an engineer and is therefore employed in any one of the mechanical engineering fields. The technician may find a job relating to machines in any one of the following areas: elementary design, manufacturing, operation, maintenance, service, sales or administration.	
COURSE OR COURSE CONTENT:	Major Engineering Course Strength of Materials Statics and Dynamics Fluid Dynamics Manufacturing Processes Heat Power Instrumentation and Controls Heating and Air Conditioning	Related Courses English Physics Mathematics Drawing Machine Shop Welding
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.	
HELPFUL HIGH SCHOOL COURSES:	Sciences, including Physics and Chemistry Mathematics including Algebra, Geometry, Trigonometry	
PERSONAL QUALITIES:	Ability to work with others Aptitude for mathematics and physics	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Regular fees and costs as outlined in the college catalog.	



PROGRAM TITLE:**Air Conditioning and Refrigeration
Repairman****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

An air-conditioning and refrigeration serviceman recognizes and analyzes malfunctioning refrigeration units and makes necessary repairs.

JOB OPPORTUNITIES:

In our growing, air-conditioned society, the skilled technician occupies a position of considerable importance. The need for well-trained technicians is apparent.

**COURSE OR COURSE
CONTENT:**

Electrical Fundamentals
Fundamentals of Refrigeration
Operation and Maintenance of Small and Home
Appliances
Basic Math

LENGTH OF PROGRAM:

9 months

**HELPFUL HIGH SCHOOL
COURSES:**

Orientation & First Aid	Business Principles
General Mathematics	Sciences
Communications	Industrial Arts
(oral and written)	Welding
Human Relations	

PERSONAL QUALITIES:

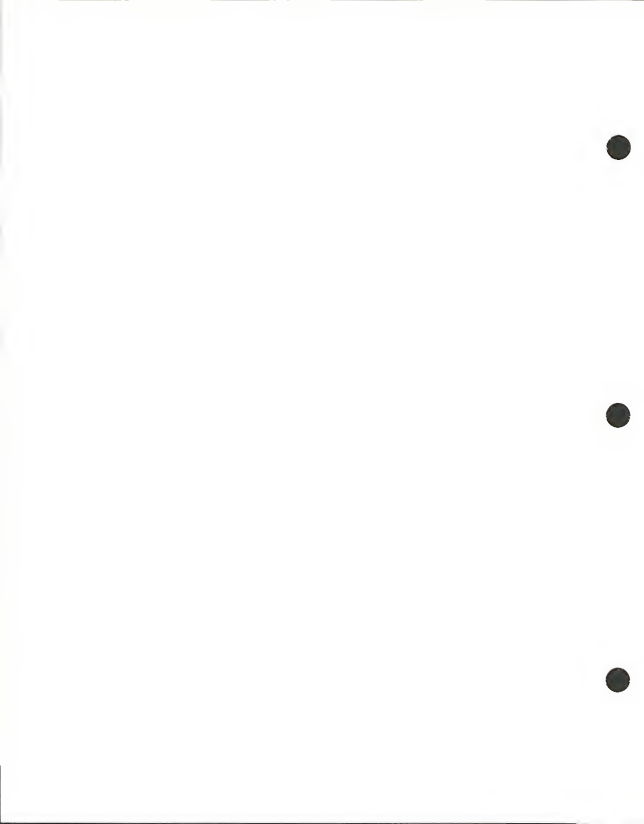
Mechanical ability
Personal judgment
Good eye-hand coordination
Good hearing and eyesight
Ability to assume off-balance positions

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Textbooks (paperback)

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Dental Assistant****NAME OF SCHOOL:**

Great Falls Vocational-Technical Center
1015 1st Avenue North, Great Falls, Montana 59401
Phone (406) 761-5800

NATURE OF WORK:

A dental assistant performs the following duties: obtains and records patient's personal information and medical history and records dental treatment rendered; seats patient and prepares him for treatment; arranges dental instruments, materials and medications and hands them to dentist as required; aids dentist in patient management by contributing to patient's comfort and placing patient at ease; mixes and supplies portions of filling material to dentist as required; and pours, trims and mounts plastic models from impressions taken by dentist.

JOB OPPORTUNITIES:

The demands for dental assistants will no doubt increase with the growing awareness of dental care. The increasing population will demand more dentists and expanded dental research activities will require more trained personnel.

COURSE OR COURSE CONTENT:

Clinical Laboratory
Dental Roentgenology
Dental Materials
Histology and
Pathology
Dental Pharmacology
Dental Specialties
Dental Records

Clinical practices
in office
Human Biology
Typing
Business Records
Business English
Oral Anatomy
Patient Management

LENGTH OF PROGRAM:

12 months

HELPFUL HIGH SCHOOL COURSES:

Biology
Business courses
A high school diploma or its equivalent is required.

PERSONAL QUALITIES:

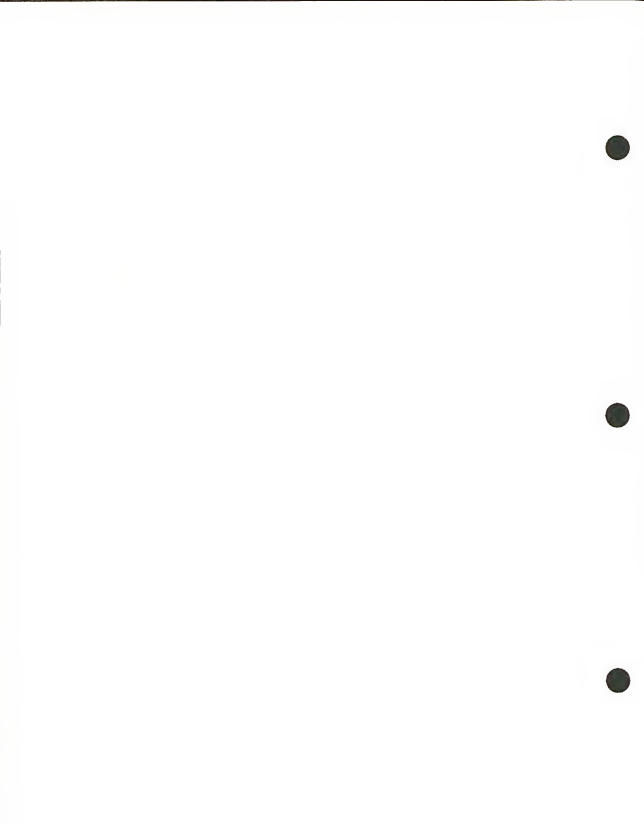
Liking for people and a genuine desire to help them
Alertness
Initiative
Good judgment
Good personality

PERSONAL EQUIPMENT NEEDED:

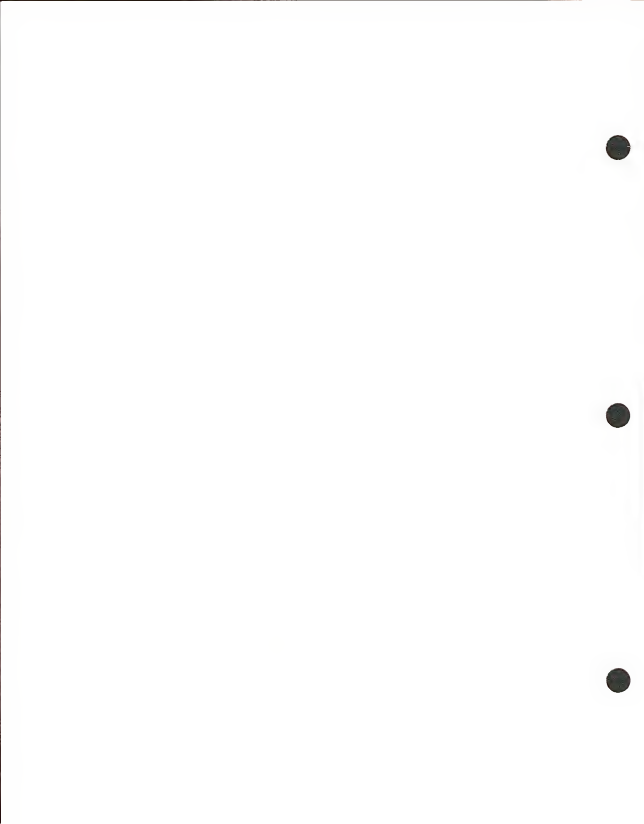
Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Dietary Aide	
NAME OF SCHOOL:	Missoula Technical Center 909 South Avenue West, Missoula, Montana 59801 Phone (406) 728-2400	
NATURE OF WORK:	The Dietary Aide will be a safe, knowledgeable worker in the food service department of health care facilities. They will assist the dietician in meeting the nutritional needs of people of all ages, sick and well.	
JOB OPPORTUNITIES:	Employment opportunities exist in hospitals, nursing homes, extended care facilities, and other health care institutions.	
COURSE OR COURSE CONTENT:	Basic Science Nutrition Consumer Economics Vocational Relationships	Keyboard Typing Basic Office Machines Nursing Needs in Illness Practicum
LENGTH OF PROGRAM:	3 months including practicum	
HELPFUL HIGH SCHOOL COURSES:	General Courses Home Economics	
PERSONAL QUALITIES:	18 years of age Good health Patience Understanding Dependability	Genuine interest in people Good work attitudes Desire to help others
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Uniforms (specified by school)	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:	Housekeeper Aide	
NAME OF SCHOOL:	Missoula Technical Center 909 South Avenue West, Missoula, Montana 59801 Phone (406) 728-2400	
NATURE OF WORK:	Housekeepers will be safe, knowledgeable workers in the care and maintenance of a healthful environment in health care facilities.	
JOB OPPORTUNITIES:	Employment opportunities exist in hospitals, nursing homes, janitorial and cleaning services, hotels, motels, restaurants, schools, office buildings and public institutions.	
COURSE OR COURSE CONTENT:	Basic Science Vocational Relationships Housekeeping Principles Nursing Needs in Illness	Consumer Economics Practicum: will include actual work in a health care facility.
LENGTH OF PROGRAM:	1 month	
HELPFUL HIGH SCHOOL COURSES:	General Courses	
PERSONAL QUALITIES:	18 years old Good health Patience Understanding Dependability	Genuine interest in people Good work attitude Desire to help others
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Uniforms (specified by school)	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:**Nurse Aide****NAME OF SCHOOL:****Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741****NATURE OF WORK:**

One valuable member of the nursing team is the nurse aide who helps care for the physically or mentally ill. The nurse aide works under the direction of a professional staff. Some of the duties performed are: serving meals, feeding patients, bathing, answering call bells, taking blood pressures and temperatures and assisting patients in any way to make them more comfortable.

JOB OPPORTUNITIES:

Job opportunities for the nurse aide are above average because of the increasing demand for well-trained people in the health occupation area. Nurse aides are in demand in hospitals, clinics, nursing homes and other extended care facilities.

**COURSE OR COURSE
CONTENT:**

Orientation & First Aid	Personal and
Nutrition	community health
Specimen collection	Nursing skills
Isolation techniques	Taking temperature,
Preoperative care	pulse, and respiration
Postoperative care	

LENGTH OF PROGRAM:

12 weeks. 90 hours classroom experience and 120 hours clinical experience

**HELPFUL HIGH SCHOOL
COURSES:**

Biology
General Science

PERSONAL QUALITIES:

Good health	Genuine interest in
Patience	people
Understanding	Must be good worker
Dependability	Emotional stability

**PERSONAL EQUIPMENT
NEEDED:**

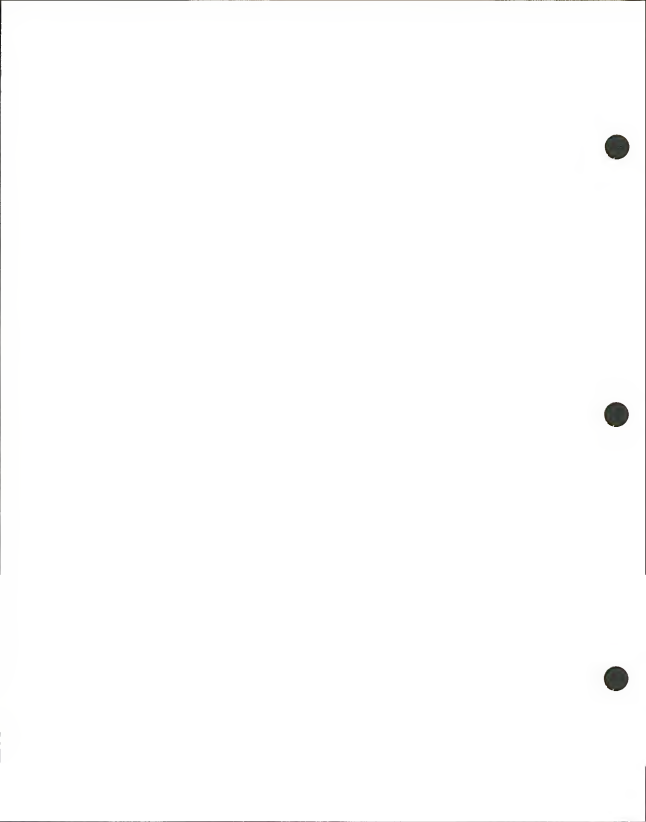
Routine school supplies

EXPENSES:

Tuition:	In-state. None
	Out-of-state. \$600 (full-time student)
Fees:	In-state. \$100
	Out-of-state. \$100



PROGRAM TITLE:	Nurse Aide	
NAME OF SCHOOL:	Great Falls Vocational-Technical Center 1015 1st Avenue North, Great Falls, Montana 59401 Phone (406) 761-5800	
NATURE OF WORK:	A nurse aide is a member of the nursing team which cares for people who are physically or mentally ill. Under the direction of a registered professional nurse and licensed practical nurse, the nurse aide performs a variety of duties such as answering call bells, serving meals, feeding patients, bathing, giving back rubs, taking temperature, taking blood pressure, wheeling patients and assisting patients in other areas that contribute to their comfort.	
JOB OPPORTUNITIES:	Employment of nurse aides is expected to increase very rapidly through the 1970's. Nurse aides are employed wherever comprehensive health services are provided.	
COURSE OR COURSE CONTENT:	Personal and Community Health First Aid Nutrition Geriatrics Bacteriology Fundamentals of Nursing Skills Specimen Collection	Postoperative Care Temperature, Pulse and Respiration Preoperative Care Tubes Isolation Techniques Admission, Discharge and Transfer
LENGTH OF PROGRAM:	Approximately 2 months	
HELPFUL HIGH SCHOOL COURSES:	Biology	
PERSONAL QUALITIES:	Good health Patience Understanding Emotional stability Dependability Genuine interest in people Desire to help others	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Tuition: In-state. None Out-of-state. \$150 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:	Nurse Aide	
NAME OF SCHOOL:	Missoula Technical Center 909 South Avenue West, Missoula, Montana 59801 Phone (406) 728-2400	
NATURE OF WORK:	Nursing Assistant will provide safe nursing care for the non-critical patient in health care facilities. The Nursing Assistant will also assist the L.P.N., R.N., or Physician.	
JOB OPPORTUNITIES:	Employment opportunities exist in hospitals, nursing homes, extended care facilities, and other health care facilities.	
COURSE OR COURSE CONTENT:	Basic Science Nutrition Medical Terminology Body Structure, Function, and Conditions of Disease	Nursing Needs in Illness Vocational Relationships Consumer Economics Practicum
LENGTH OF PROGRAM:	3 months (including practicum)	
HELPFUL HIGH SCHOOL COURSES:	Basic Science Biology	
PERSONAL QUALITIES:	Good health Patience Understanding Dependability	Genuine interest in people Good work attitudes Desire to help others
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Uniforms (specified by school)	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:

Nurse, Associate Degree

NAME OF SCHOOL:

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821

NATURE OF WORK:

The professional nurse performs duties requiring substantial specialized judgment and skill in observation, care and counsel of ill, injured or infirm persons and in promotion of health and prevention of illness.

JOB OPPORTUNITIES:

Professional nurses are employed in health care facilities requiring direct patient care (not supervisory or administrative responsibilities) under the supervision of experienced professional personnel.

**COURSE OR COURSE
CONTENT:**

Fundamentals of Nursing I and II:

Clinical nursing theory

Skills

Practice in meeting health needs of individuals in a hospital setting

Maternal-Child Nursing:

Total care of child-bearing woman with emphasis on family and the maternal-child continuum

Medical-Surgical Nursing I and II:

Knowledge and skills in giving care to patients with medical and/or surgical health care needs

Psychiatric Nursing:

Knowledge and concepts of prevention, treatment and therapeutic care to persons with mental and emotional illnesses

LENGTH OF PROGRAM:

7 college quarters (2 school years plus 1 summer) including:

3 quarters on NMC campus (combining classroom and hospital clinical labs)

1 quarter at Warm Springs State Hospital for Psychiatric Nursing Affiliation

3 quarters at Columbus Hospital, Great Falls, Montana

Upon completion of this program, students receive an Associate in Arts Degree and are qualified to write the Montana State Board of Nursing examination for licensure as a registered nurse.

**HELPFUL HIGH SCHOOL
COURSES:**

Biology

Algebra

Chemistry

Physics

Graduation from high school or its equivalent is required

PERSONAL QUALITIES:

Good physical and mental health

Desire to serve people

Liking for people and respect for others

Willingness to work varied hours and shifts

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

Uniform

White nurses' shoes

Watch with sweep second hand

Must be responsible for own transportation in and out of Havre to health facilities used

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:	Nurse, Associate Degree
NAME OF SCHOOL:	Miles Community College Miles City, Montana 59301 Phone (406) 232-3031
NATURE OF WORK:	The professional nurse performs duties requiring substantial specialized judgment and skill in observation, care and counsel of ill, injured or infirm persons and in promotion of health and prevention of illness.
JOB OPPORTUNITIES:	Excellent opportunities for employment exist in hospitals, clinics, nursing homes and other extended care facilities, public health nursing, school health programs and psychiatric hospitals.
COURSE OR COURSE CONTENT:	A two-year course in basic nursing education prepares competent students for total bedside responsibilities on the registered nurse level. See your counselor or consult the college catalog for a listing of courses offered.
LENGTH OF PROGRAM	2 academic school years plus 1 summer session. Upon completion of this course, students receive an Associate in Arts Degree and are qualified to write the Montana State Board of Nursing examination for licensure as a registered nurse.
HELPFUL HIGH SCHOOL COURSES:	Chemistry Algebra Psychology Biology A high school diploma or its equivalent is required
PERSONAL QUALITIES:	Grades of at least C average in high school and/or in college. Ability to assume responsibility Good mental health
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Uniforms White nylons Shoes Nurses' cap Watch with sweep second hand Textbooks
EXPENSES:	Tuition: In-district, \$60 per quarter. Out-of-district, \$100 per quarter. Out-of-state, \$200 per quarter. Summer Session: \$390; includes room and board, tuition, books and fees.



PROGRAM TITLE:**Nurse, Practical****NAME OF SCHOOL:**

Billings Vocational-Technical Center
 3615 Montana Avenue, Billings, Montana 59102
 Phone (406) 248-7741

NATURE OF WORK:

A practical nurse helps care for the sick under the supervision of a physician and/or a professional nurse. Tasks may include care of medical and surgical patients, the aging, maternity patients and children.

JOB OPPORTUNITIES:

A licensed practical nurse may find employment in hospitals, nursing homes, doctors' offices, private homes, public health agencies, or wherever nursing services are needed.

COURSE OR COURSE CONTENT:

Class and Laboratory	Clinical Experience
Nursing Arts and Skills	Medical care
Normal Growth and Development	Surgical care
Personal and Vocational Relations	Chronic illness and convalescent care
Nursing Care in Conditions of Illness	Recovery room
Orientation & First Aid	Maternal and child care
	Physical therapy
	Nutrition

LENGTH OF PROGRAM:

Approximately one year
 Upon completion of the course, the graduate is eligible to take the State Board of Practical Nursing examination for licensure.

HELPFUL HIGH SCHOOL COURSES:

Business Mathematics	Record Keeping
Communications	General Science
Typing	Home economics
Biology	

A high school diploma or its equivalent is required for licensing.

PERSONAL QUALITIES:

Manual dexterity
 Desire to serve others
 Physical strength to engage in exceptional walking and lifting

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
 Watch with sweep second hand
 Bandage scissors
 White oxfords and hose
 2 uniforms
 Nurses' cap

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:**Nurse, Practical****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

The licensed practical nurse cares for the ill, injured or infirm under the direction of a physician or registered nurse.

JOB OPPORTUNITIES:

Opportunities for employment are available in general hospitals, nursing homes, day nurseries, private homes, some medicare facilities, industry, doctor and dentist offices and clinics, in some teaching areas, Head Start programs and model cities programs.

COURSE OR COURSE CONTENT:

The units of instruction include:
Pre-Clinical
Basic Medical
Basic Surgical
Nursing care of children
Care of Mother and Newborn
Advanced Medical Nursing
Advanced Surgical Nursing
Program includes 1260 hours of clinical experience and 710 hours of class time, totaling 1970 hours.

LENGTH OF PROGRAM:

1 year. Length of course may be extended at a future date to upgrade standards.
Upon completion of this program the graduate is eligible to take the State Board of Practical Nursing examination for licensing.

HELPFUL HIGH SCHOOL COURSES:

Latin	Chemistry
Mathematics—Algebra	Physics
English	Home Economics
History	Typing
Microbiology	Public Speaking
Social Science	Group Activities
A high school diploma or its equivalent is required for licensing.	

PERSONAL QUALITIES:

Dependability
Manual dexterity
Tact
Good physical and mental health (especially keen hearing and vision)

PERSONAL EQUIPMENT NEEDED:

Routine school supplies	Watch with second hand
Uniforms	Bandage scissors
Blouses	Shoes, hose
Caps	Liability insurance
Badges	Personal expenses are approximately \$110.00

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Nurse, Practical****NAME OF SCHOOL:**

Great Falls Vocational-Technical Center
1015 1st Avenue North, Great Falls, Montana 59401
Phone (406) 761-5800

NATURE OF WORK:

The licensed practical nurse assists in caring for medical and surgical patients, convalescents and handicapped people, under the direction of a physician and professional nurse. In hospitals, the licensed practical nurse works with other medical personnel as a member of the nursing team and provides much of the bedside care needed by patients.

JOB OPPORTUNITIES:

Licensed practical nurses are expected to be in strong demand as health facilities continue to expand. The need for more workers in this occupation has been due in large part to the greater utilization of licensed practical nurses for certain kinds of patient care which do not require the skills of a registered professional nurse.

**COURSE OR COURSE
CONTENT:**

Classroom	Clinical Experience
Nursing Arts and Skills	Medical Specialties
Personal and Vocational Relationships	Surgical Specialties
Normal Growth and Development	Chronic, Convalescent and Geriatrics
Nursing in Condition of Illness	Maternal and Infant Pediatrics
Pediatrics	
Medical-Surgical	
Geriatrics	

LENGTH OF PROGRAM:

15 months
Upon completion of this program the graduate is eligible to take the State Board of Practical Nursing examination for licensing.

**HELPFUL HIGH SCHOOL
COURSES:**

Biology
Home Economics
A high school diploma or its equivalent is required for licensing.

PERSONAL QUALITIES:

Liking for people
Genuine desire to help others
Mental alertness
Patience
Understanding
Emotional stability
Dependability
Good health

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
The student may want an additional uniform

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Nurse, Practical****NAME OF SCHOOL:**

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821

NATURE OF WORK:

The practical nurse observes reactions, significant symptoms and changes in the condition of the patient, reports this information to the registered nurse or physician and records pertinent information. Practical nurses perform and/or assist with the following nursing duties: the administration of prescribed medications; treatment and diagnostic procedures; procedures requiring the use of medical/surgical septic techniques; assisting in rehabilitation of the patient and assuming responsibilities for basic patient care.

JOB OPPORTUNITIES:

Practical nurses are employed in hospitals, doctors' offices, nursing homes and public health departments.

COURSE OR COURSE CONTENT:

Nursing Courses
Fundamentals of
Nursing I and II
Foundations of Health
Medical-Surgical
Nursing I
Clinical Experience
(3 quarters)
Mother, Child Nursing
Advanced Medical-
Surgical Nursing

Related Subjects
American Government
Sociology
First Aid
Freshman English

LENGTH OF PROGRAM:

12 months less 30 days vacation.
Upon completion of this program the student is eligible to take the State Board of Practical Nursing examination for licensing.

HELPFUL HIGH SCHOOL COURSES:

Science
English
General Mathematics
Home Economics and Family Life
A high school diploma or its equivalent is required for licensing.

PERSONAL QUALITIES:

Pleasant personality
Neat appearance
Ability to communicate with others
Observing
Responsible
Reliable
Ability to work under stress situations

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Books, uniforms, white shoes and hose, watch with a second hand and a pair of bandage scissors.

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Nurse, Practical****NAME OF SCHOOL:**

Helena Vocational-Technical Center
 1115 Roberts Street, Helena, Montana 59601
 Phone (406) 442-0060

NATURE OF WORK:

The licensed practical nurse gives skilled nursing care to convalescents and the chronically ill. The practical nurse assists the registered nurse in a team relationship under the direction of a registered nurse or physician.

JOB OPPORTUNITIES:

A licensed practical nurse has unlimited employment opportunities in any health agency. These consist of positions in general hospitals, state hospitals, convalescent hospitals, nursing homes, public and private clinics, home health agencies, public health and visiting services, doctors' offices and in the paramedical fields such as physiotherapy and inhalation therapy.

COURSE OR COURSE CONTENT:

Anatomy and Physiology	Basic Medication
Nurse-Patient Relationship and Interpersonal Relationships	Knowledge and Skills
Growth and Development	Maternal and Child Health
Microbiology	Nursing
Nutrition	Medical-Surgical Nursing
Basic Mathematics	Geriatrics
Communications	Psychiatric
	Home, Emergency and Disaster Nursing
	Basic Nursing Procedures

50 weeks - 2,000 hours

LENGTH OF PROGRAM:

Upon completion of the program, the student is eligible to take the Montana State Board of Practical Nursing examination for licensing to earn the Licensed Practical Nurse (LPN) title.

HELPFUL HIGH SCHOOL COURSES:

Biology	Home Economics
General Science	Family Life
Chemistry	Health Courses
English	Mathematics
Public Speaking or French	

A high school diploma or its equivalent is required for licensing.

PERSONAL QUALITIES:

Good physical and emotional health	Responsibility
Intellectual ability	Interest in others
	Perserverance

PERSONAL EQUIPMENT NEEDED:

Routine school supplies	White nurses' shoes
Wrist watch with second hand	White full slip
	White nylons

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:**Nurse, Practical****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The licensed practical nurse takes care of the sub-acute, chronically ill, and convalescent patient under the direct supervision of the physician or registered nurse.

JOB OPPORTUNITIES:

Employment opportunities exist in hospitals, nursing homes, public health agencies, private homes, doctors' offices and clinics. Employment opportunities are expanding rapidly. The armed forces and the veteran service hospitals are also employing licensed practical nurses.

COURSE OR COURSE CONTENT:

Preclinical
Body Structure and Function
Conditions of Illness
Nutrition
Basic Sciences
Nursing Needs of People in Illness
Vocational Adjustments
Maternal, Child Care
Drugs & Administration

Clinical
Medical, Surgical Nursing
Obstetrics (Mother & Infant Care)
Pediatrics (Care of Children)
Pharmacology

LENGTH OF PROGRAM:

12 months—4 quarters
Upon completion of the program, the student is eligible to take the Montana State Board of Practical Nursing examination for licensing.

HELPFUL HIGH SCHOOL COURSES:

Basic Sciences
A high school diploma or its equivalent is required for licensing.

PERSONAL QUALITIES:

Must be at least 18 years of age
Good physical and emotional health
Good moral character
A genuine desire to work with people

PERSONAL EQUIPMENT NEEDED:

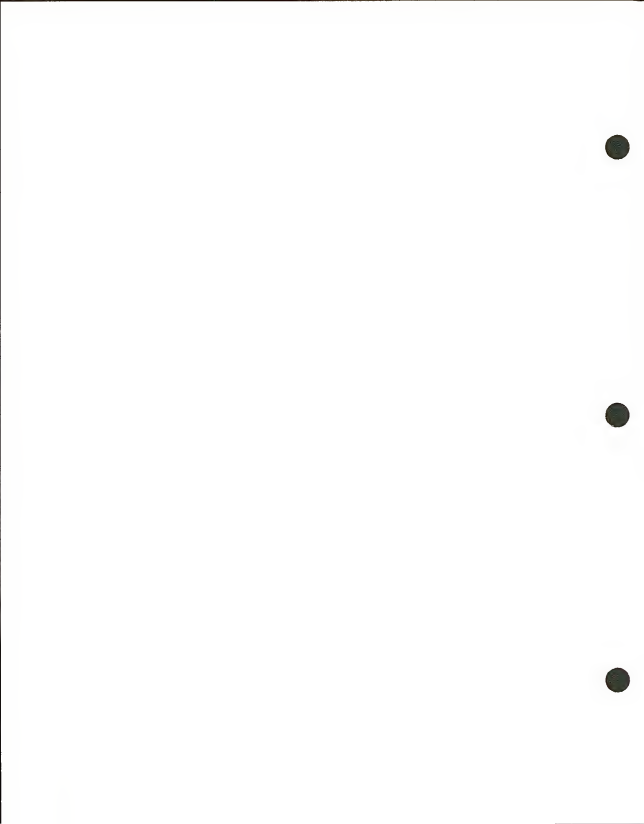
Routine school supplies
Uniforms (specified by school), scissors and watch with second hand

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100

Other expenses will include meals and transportation during clinical training, hospitalization insurance and physical examination, including urinalysis, complete blood count, tuberculosis test or chest X-ray.



PROGRAM TITLE:	Psychiatric Aide	
NAME OF SCHOOL:	Missoula Technical Center 909 South Avenue West, Missoula, Montana 59801 Phone (406) 728-2400	
NATURE OF WORK:	The Psychiatric Aide will provide safe nursing care for the mentally ill patient in health care facilities. The Psychiatric Aide will also assist the L.P.N., R.N., or physician.	
JOB OPPORTUNITIES:	Employment opportunities exist in general hospitals, psychiatric hospitals, and other health care facilities.	
COURSE OR COURSE CONTENT:	Basic Science Nutrition Nursing Needs in Illness Medical Terminology Consumer Economics	Body Structure and Function and Conditions of Disease Practicum Vocational Relationships
LENGTH OF PROGRAM:	4 months (including practicum)	
HELPFUL HIGH SCHOOL COURSES:	General Science Biology	
PERSONAL QUALITIES:	18 years of age Good health Patience Understanding Dependability	Genuine interest in people Good work attitudes Desire to help others
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Uniforms (specified by school)	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:**Machinist****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

The machinist is skilled in the principles of setting up and operating machinery or machine tools. Work in a machine shop usually includes all cold metal work involved in shaping a piece of metal into a precision part using machine and hand tools. A highly skilled machinist might specialize in tool and die making. All machinists must be able to work from shop drawings and blueprints as well as written specifications and must use measuring tools and mathematical formulas in calculating operations necessary to machine a certain product.

JOB OPPORTUNITIES:

An increase in the employment of machinists is expected due to the rapid rise in the demand for machined products. The production of machined products used in the exploration of outer space often involves new metals and alloys that must be worked to extremely close tolerances. Special machining skills will be required to perform this type of work.

COURSE OR COURSE CONTENT:

Machine Shop Theory	Course includes "hands-on" experience with:
Welding	Surface Grinder
Machine Shop	Band Saw
Mathematics	Bench Work
Communication Skills	Grinders
Machine Shop Drafting	

LENGTH OF PROGRAM:

2 years or until the person becomes proficient and is employed.

HELPFUL HIGH SCHOOL COURSES:

Basic Skills	Basic Mathematics
Machine Shop	Automotive Mechanics
Algebra	

PERSONAL QUALITIES:

Mechanical ability
Good eye-hand coordination
Good vision
Reasonable strength
Good reflexes

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Work clothes
Hard toe shoes
Safety glasses

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100

PROGRAM TITLE:
NAME OF SCHOOL:

Machinist

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The machinist is skilled in the principles of setting up and operating machinery or machine tools. Work in a machine shop usually includes all cold metal work involved in shaping a piece of metal into a precision part using machine and hand tools. A highly skilled machinist might specialize in tool and die making. All machinists must be able to work from shop drawings and blueprints as well as written specifications and must use measuring tools and mathematical formulas in calculating operations necessary to machine a certain product.

JOB OPPORTUNITIES:

An increase in the employment of machinists is expected due to the rapid rise in the demand for machined products. The production of machined products used in the exploration of outer space often involves new metals and alloys that must be worked to extremely close tolerances. Special machining skills will be required to perform this type of work.

**COURSE OR COURSE
CONTENT:**

First Year
Handtools
Bench work
Measurement
Layout
Basic Lathe Operation
and Set-up
Drills and Drilling
Procedures
Taps and Dies
Reamers
Shapers and Planers
Mill Set-up and
Operation

Advanced Lathe Tooling
Grinding
Production Methods of
Industry
Machining of Different
Metals
Sequence of Machining
Operations
Metals
Tool & Cutter Grinding
Quality Control Methods
Advanced Lathe
Operations
Fastening Devices

Related Courses

Welding Engineering Drawing Trade Mathematics

LENGTH OF PROGRAM:
**HELPPFUL HIGH SCHOOL
COURSES:**

1 school year

English
Reading
Drafting

Science
Industrial Arts
Mathematics

PERSONAL QUALITIES:

Good eye-hand
coordination
Finger dexterity

Interest in Machines
Mechanical ability

**PERSONAL EQUIPMENT
NEEDED:**
EXPENSES:

Routine school supplies

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Metals Technology****NAME OF SCHOOL:**Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821**NATURE OF WORK:**

The Metals Technician is employed in positions relating to forming, pre-fabrication, welding, repair and testing of metal products and equipment. The competent technician has knowledge in welding, foundry, machine processes, blue print and schematic analysis and mathematics as it relates to the Metals Industry.

JOB OPPORTUNITIES:

Employment opportunities exist in manufacturing and repair establishments.

**COURSE OR
COURSE CONTENT:****Laboratory Shop****Courses:**

Arc Welding
Oxy. Acetylene Welding
Machine Shop
Advanced Arc Welding
Inert Gas Welding
Machine Processes
Foundry
Metals Fabrication
Advanced Oxy.
Acetylene Welding
Sheet Metal
Advanced Machine Shop
Metallurgy

Related Subjects:

Engineering Drawing
Technical Math

LENGTH OF PROGRAM:

One school year or three academic quarters.

**HELPFUL HIGH SCHOOL
COURSES:**

Industrial Arts
Science
Drafting
Mathematics

PERSONAL QUALITIES:

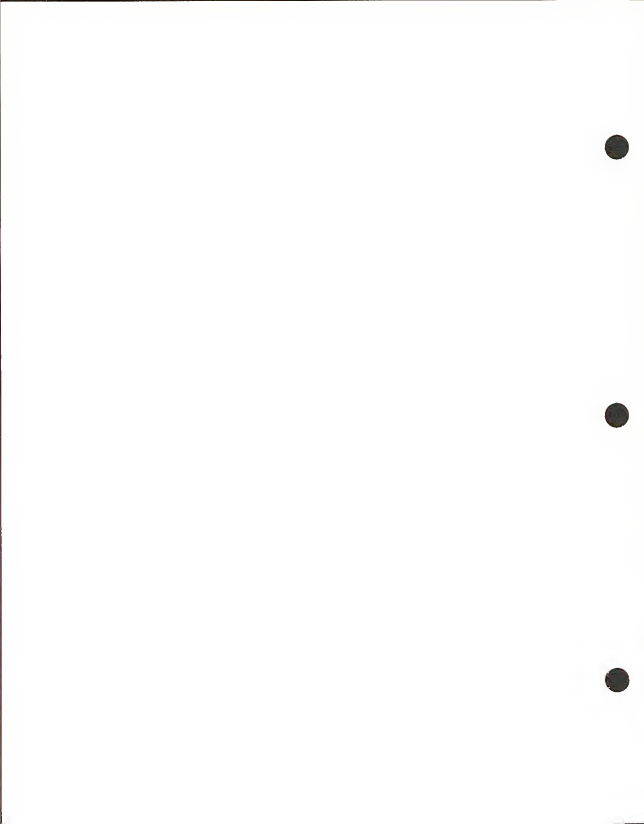
Mechanical Abilities

**PERSONAL EQUIPMENT
NEEDED:**

Routine School Supplies
Books
Welding Protective Items (gloves, goggles, helmet, coveralls or shop coat, etc.)

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Welding****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

A welder must be able to work with light metals, heavy structural beams, pipelines and/or fabrication of fixtures. A competent welder will be able to perform in all positions including flat, vertical, horizontal and overhead. The welder should be familiar with and have had experiences in all phases of oxygen-acetylene and electric arc welding, including the tungsten inert gas (TIG), metallic inert gas (MIG), manual, semi-automatic and programmed arc processes.

JOB OPPORTUNITIES:

Welding has become the leading factor in practically all lines of industry. Welders are employed by machinery builders, process mills, coal and metal mines, oil fields, refineries, pipeline jobs, construction projects, shipyards, power plants, lumber camps, quarries, highway garages, tank and boiler works, machine shops and automobile plants. In each of these industries there are hundreds of applications in which welding is used in making better products, speeding up the output and cutting costs.

**COURSE OR COURSE
CONTENT:**

Oxygen-Acetylene	T.I.G. Welding
Welding	M.I.G. Welding
Arc Welding	Blueprint Reading and
Welding Metallurgy	Layout
Fabrication	Math
Orientation & First Aid	

LENGTH OF PROGRAM:

Approximately 9 months
(may be employable at the end of 9 months)

**HELPFUL HIGH SCHOOL
COURSES:**

Industrial Arts	Communications
Blueprint Reading	Machine Shop
Basic Electricity	Basic Mathematics

PERSONAL QUALITIES:

Mechanical ability	Good eye-hand
Ability to display good	coordination
judgment	Good hearing and
Proper work habits	eyesight
	Dependability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies, Shop coat,
Welding gloves

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Welding****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

A welder works with various methods of joining different types of metals. The welder is able to plan and lay out work from drawings, blueprints, or other specifications.

JOB OPPORTUNITIES:

Welders are employed as layout personnel, welders, burners, tackers and helpers. A welder can do general shop work, field welding, fabrication, layout and blueprint work. Skilled welders are always in demand. Wages are determined by location, union locals and type of position.

COURSE OR COURSE CONTENT:

All phases of Welding Arc—all mild steel	Tungsten Inert Gas (T.I.G. or heliarc)
Low Hydrogen	Air—Arc
Stainless	Pipe Welding
Short Arc (micro wire)	Gas Welding in all phases
	Brazing and soldering

LENGTH OF PROGRAM:

1 year or until the student can pass a welding test or become employed.

HELPFUL HIGH SCHOOL COURSES:

Basic Skills
Mechanical Drawing
Drafting
Basic Mathematics
Blueprint Reading

PERSONAL QUALITIES:

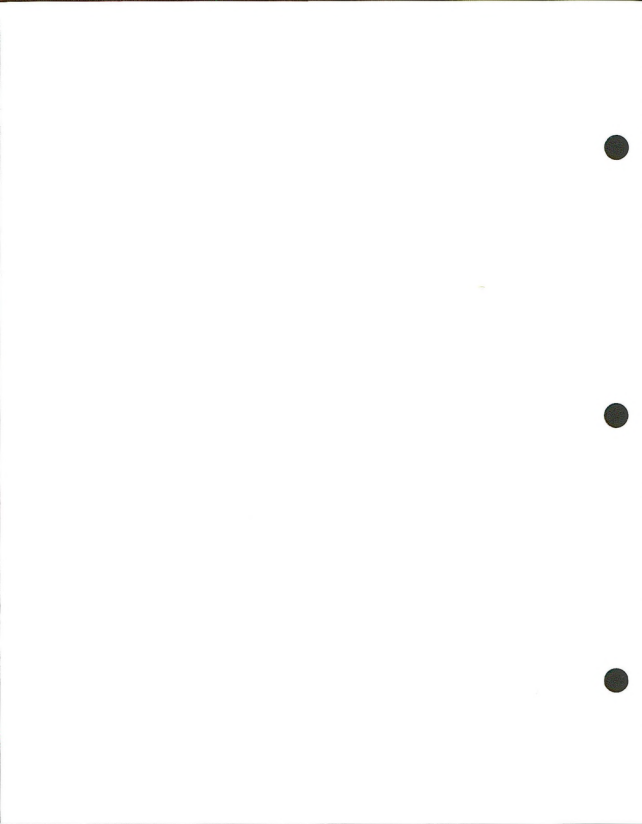
Fair to good vision
Fair to good health
Manual dexterity
Breathing difficulties may hinder an employee

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Coveralls (no cuffs)
High top work boots
Welding gloves

EXPENSES:

Tuition:	In-state. None
	Out-of-state. \$600 (full-time student)
Fees:	In-state. \$100
	Out-of-state. \$100



PROGRAM TITLE:**Welding****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The welder is able to plan and lay out work from drawings, blueprints, or other written specifications. The welder has a knowledge of the welding properties of steel, stainless steel, cast iron, bronze, aluminum, nickel, and other metals and alloys which may be used in manufacturing and construction work. Most manual welding is done by arc welders, gas welders or combination welders.

JOB OPPORTUNITIES:

The number of welding jobs is expected to increase rapidly as a result of the generally favorable long range outlook for metal-working industries and the wider use of the welding process. Welders are needed in the manufacture of automobiles, missiles, spacecraft, airplanes, household appliances and thousands of other products. The construction industry also creates a demand for competent welders.

**COURSE OR COURSE
CONTENT:**

Abbreviation Symbols for Metals	Mild Steel Rod
Identification and Use of Ferrous and Non-Ferrous Metals	Low Hydrogen Heliarc
Overhead Welding	Instructor Assigned Projects
Brazing	Tungsten Inert Gas (T.I.G.)
Soldering and Silver Soldering	Microwave Inert Gas (M.I.G.)
	Plastic Welding
Related Courses	
Math	Shop Layout

LENGTH OF PROGRAM:

1 school year (9 months)

**HELPFUL HIGH SCHOOL
COURSES:**

English	Science
Reading	Drafting
Mathematics	Industrial Arts

PERSONAL QUALITIES:

Mechanical ability
Good eye-hand coordination
Reasonable strength
Good vision and hearing

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state, \$100
Out-of-state. \$100



PROGRAM TITLE:	Welding	
NAME OF SCHOOL:	Missoula Technical Center 909 South Avenue West, Missoula, Montana 59801 Phone (406) 728-2400	
NATURE OF WORK:	Welding is considered a "tool of the trade" in many different occupations within business and industry. Welders work with all commercial metals and in so doing must determine a particular metal's weldability and the most appropriate welding process to use in determining joint design. Four basic welding processes are utilized by the qualified welder: oxy-acetylene, shielded metallic arc, MIG and TIG. Welders are usually required to belong to the appropriate union; i.e., operators union, steam fitters, or boiler makers.	
JOB OPPORTUNITIES:	Welders are employed by industry in maintenance departments, fabrication shops and general construction. Generally speaking, welders are found whenever repair or maintenance is needed.	
COURSE OR COURSE CONTENT:	Consumer Economics Industrial Relations Introduction to Heavy Equipment Mechanics (Welders)	Welding Math Welding Metallurgy Layout and Design
LENGTH OF PROGRAM:	3 quarters, depending on student background and ability)	
HELPFUL HIGH SCHOOL COURSES:	Basic Mathematics Trigonometry Mechanical Drawing Communications	
PERSONAL QUALITIES:	Good eye-hand coordination Manual dexterity Good mechanical and numerical aptitude Excellent or correctable vision Keen depth perception Better than average physical health	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Protective clothing Leather gloves	High top shoes Pliers 6" tape measure
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:**Business Management****NAME OF SCHOOL:**

Flathead Valley Community College
P. O. Box 1174, Kalispell, Montana 59901
Phone (406) 752-3411

NATURE OF WORK:

The individual employed at the mid-management level applies principles of salesmanship, supervision, economics and management to a variety of business decisions. The mid-management employee generally has charge of a small number of other employees.

JOB OPPORTUNITIES:

As the management of various types of business becomes more complex, there is a serious need for middle-level management personnel. A shortage of trained personnel exists in all areas of business including banking, retailing, marketing, industrial management, hotel and motel management, restaurant management and all types of sales. The student with two years of practical education in marketing, finance, advertising, personnel management and salesmanship has an excellent background from which to progress to middle-level management positions in all types of firms. Women as well as men are needed in this fast growing field.

**COURSE OR COURSE
CONTENT:**

Principles of Marketing	Principles of Management
Principles of Salesmanship	Introduction to Business
Principles of Supervision	Advertising
Principles of Accounting	Business Finance
Principles of Economics	Human Relations
Business Law	Business Policy
Business Data Processing	English Composition

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

English
Typing
Office Machines
Distributive Education

PERSONAL QUALITIES:

Capability for independent work
Ability to supervise work of others

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-district, \$75 per quarter.
Out-of-district, \$100 per quarter.
Out-of-state, \$200 per quarter.
Additional expenses will include books.



PROGRAM TITLE:**Marketing-Management**

(Apparel and Fashion, Automotive, Food Services, Hardware and Home Furnishings, Hotel and Lodging, Insurance Parts Counterman, Recreation and Tourism, Retail Management and Sales, Wholesale.)

NAME OF SCHOOL:

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The employee will apply principles of salesmanship, supervision, accounting, and management to a variety of business situations. He may also supervise a small number of other employees.

JOB OPPORTUNITIES:

As the management of various types of business becomes more complex, there is a serious need for middle-level management personnel. A shortage of trained personnel exists in all areas of business including banking, retailing, marketing, industrial management, hotel and motel management, restaurant management and all types of sales. The student with two years of practical education in marketing, finance, advertising, personnel management and salesmanship has an excellent background from which to progress to middle-level management positions in all types of firms. Women as well as men are needed in this fast growing field.

COURSE OR COURSE CONTENT:

Typing	Principles of Business
Accounting	Principles of Marketing
Salesmanship	Merchandising Math
Business Law	Retail Store Operation
Office Machines	and Management
Written and Oral	Principles of
Communication	Advertising
Human Relations	Principles of
Consumer Economics	Management
Introduction to	Applied Economics
Automated Data	Directory Study
Processing	(Mid-Management)
Sales Promotion and	Personnel Management
Visual Merchandising	Credit & Collections
Management Seminar	Retail Buying
Mid-Management	Cooperative Work
Practicum	Experience

LENGTH OF PROGRAM:
HELPPFUL HIGH SCHOOL
COURSES:
PERSONAL QUALITIES:

9-18 months (depending on program selected and student's background and ability)

Mathematics
 Age 18 or over
 Either male or female
 Average academic background, with good math ability
 Good general aptitudes in science, clerical reasoning, numerical reasoning and verbal reasoning
 Good mental, emotional and physical health
 Follows orders quickly and effectively
 Interest in detail and task pursuit
 Flexible in attitude and willing to accept change

PERSONAL EQUIPMENT
NEEDED:
EXPENSES:

Routine school supplies
 Tuition: In-state. None
 Out-of-state. \$600 (full-time student)
 Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:**Mid-Management****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

An individual employed at the mid-management level will utilize skills from areas such as salesmanship, supervision, economics, management. Mid-management personnel may, in many cases, serve in a supervisory level.

JOB OPPORTUNITIES:

As business expands and becomes more complex, a need arises for mid-management personnel. At the present time, a shortage of trained personnel is evident throughout the business world. Statistics indicate many good jobs available in the following areas:

Hotel & Motel Management	Wholesale Manager
Insurance	Hardware & Home Furnishings
Food Manager	Recreation Tourism
Food Sales	Apparel Fashions
Retail Sales	Service Station
Parts Counterman	Management

COURSE OR COURSE CONTENT:

Merchandising Techniques	Basic Sales
Display	Fashion Merchandising
Marketing	Basic Insurance
Personnel Management	Retail Buying
Advertising	Consumer Economics

Students are placed in job related situations in Billings and the surrounding areas for additional training experience. Students will be placed for occupational training in their area of interest.

LENGTH OF PROGRAM:

9-18 months

HELPFUL HIGH SCHOOL COURSES:

English	Typing
General Business	Distributive Education

PERSONAL QUALITIES:

Initiative, dependability, ability to work with others

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state: \$100
Out-of-state. \$100



PROGRAM TITLE:**Mid-Management****NAME OF SCHOOL:**

Dawson College
300 College Drive, Glendive, Montana 59330
Phone (406) 365-3396

NATURE OF WORK:

The retail manager is employed in distributive occupations and performs sales, merchandising and management tasks. The distributive occupations are primarily retailing, wholesaling and service businesses. The career goal of those engaged in a 2-year college distributive education program should be either in sales or mid-management.

JOB OPPORTUNITIES:

In Montana there is need for educated and experienced sales and mid-management personnel in the following areas:

General Retail—apparel, automotive, hardware, sporting goods, radio-TV whole-sale, grocery, hotel, motel, transportation and real estate.

Agri-business —farm products, feed and fertilizer sales, elevators, farm machinery sales and creameries

Petroleum —bulk plants, service stations and oil industry

COURSE OR COURSE CONTENT:**Specialized Courses**

Salesmanship
Retailing
Advertising
Marketing
Management
Personnel Management
Business Experience
with Individualized
Studies and Projects

Related Business Courses

Introduction to
Business Mathematics
Business

Accounting I, II
Economics I
Office Machines

Related General Education

Composition I, II, III
Speech
Mathematics
Introduction to
Literature
Psychology
Science
Physical Education

LENGTH OF PROGRAM:

2 years

HELPFUL HIGH SCHOOL COURSES:

Salesmanship
Bookkeeping
English
Introduction to Business

Typewriting
Mathematics
Psychology

PERSONAL QUALITIES:

Defined career objective in the distributive occupations
Positive attitude toward attendance and scholarship
Proper personality for good human relations
Basic knowledge of English and Mathematics
Physically fit
Liking for indoor work

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Regular fees as outlined in the college catalog.



PROGRAM TITLE:**Mid-Management****NAME OF SCHOOL:**

Miles Community College
Miles City, Montana 59301
Phone (406) 232-3031

NATURE OF WORK:

The individual employed at the mid-management level applies principles of salesmanship, supervision, economics and management to a variety of business divisions. The mid-management employee generally has charge of a small number of other employees.

JOB OPPORTUNITIES:

As the management of various types of business becomes more complex, there is a serious need for middlelevel management personnel. A shortage of trained personnel exists in all areas of business including banking, retailing, marketing, industrial management, hotel and motel management, restaurant management and all types of sales. The student with two years of practical education in marketing, finance, advertising, personnel management and salesmanship has an excellent background from which to progress to middle-level management positions in all types of firms. Women as well as men are needed in this fast growing field.

COURSE OR COURSE CONTENT:

Specialized Courses	Related Subjects
Salesmanship	Speech
Introduction to Business	Office Machines
Advertising	General Psychology
Retailing	Accounting
Marketing	Economics
Management	Business Law
Personnel Management and Supervision	
Individual Problems	
Business Mathematics	
Co-operative work experience	

LENGTH OF PROGRAM:

2 years

HELPFUL HIGH SCHOOL COURSES:

Business
Distributive Education
Mathematics
English

PERSONAL QUALITIES:

Average intelligence
Ability to transfer knowledge
Leadership tendencies

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-district, \$60 per quarter.
Out-of-district, \$100 per quarter.
Out-of-state, \$200 per quarter.



PROGRAM TITLE:**Cosmetologist****NAME OF SCHOOL:**

Northern Montana College
 Havre, Montana 59501
 Phone (406) 265-7821

NATURE OF WORK:

A cosmetologist gives shampoos, scalp treatments, conditioning treatments for skin and scalp, hair-cuts and sets, style and styling consultations, permanent waves of several types, manicures and pedicures with various types of equipment and materials, hair rinses and coloring, including permanent, semi-permanent and temporary types. A cosmetologist may also be involved with facial work, makeup and cosmetic uses and sales. The work is a personal service and knowledge of sanitation is essential and practiced.

JOB OPPORTUNITIES:

Cosmetologists usually work in shops, varying from one operator to 30 operators. They may become specialists in styling, permanent waving, coloring makeup, facials, electrolysis or manicuring. Cosmetologists may become beauty consultants, scalp and hair specialists, shop managers, owners, concessionaires, or shop supervisors. They may work in a beauty salon, department store, jobber location, chain of salons, public vocational schools, or a private beauty school.

COURSE OR COURSE CONTENT:

Laboratory shop course and related work	
Communications	Sanitation
Charm Training	Personal Hygiene
Sales Training	Art
Industrial Relations	Physical Education
Business Management	Government
Anatomy and	Chemistry of skin, scalp,
Physiology	hair, cosmetics
Shop Bookkeeping	

Courses are directly related to the world of work with all fields covered for varied number of clock hours as specified by the State Board of Cosmetology.

LENGTH OF PROGRAM:

2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree. Upon completion of this program the student is eligible to take the State Board of Cosmetology examination.

HELPFUL HIGH SCHOOL COURSES:

Health and Hygiene	Public Speaking
Biology	Anatomy and Physiology
Basic Mathematics	Bookkeeping
English	Chemistry (not essential)

PERSONAL QUALITIES:

Good communication skills	Tactfulness
Interest	Artistic sense
Manual dexterity	Love of beauty
Desire for self improvement	Desire to help people

PERSONAL EQUIPMENT NEEDED:

Books, routine school supplies

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Food Preparation and Services I****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

The food preparation and service employee is involved in menu planning and control, food storage and preservation as well as preparing foods from a menu for service to groups or individuals. Large organizations may employ a person who specializes in baking, breakfast cooking, dinner cooking, salad preparation and/or dessert preparation. As an employee becomes more proficient, he or she may become involved in purchasing, pricing and portion control.

JOB OPPORTUNITIES:

The culinary arts industry is one of the fastest growing industries in the United States. New hotels, motels and restaurants are being constructed every day to cater to the needs of the American public. Experts estimate that cooks are in great demand and jobs are available to persons desiring employment.

COURSE OR COURSE CONTENT:

Commercial Cookery	Bakery Production
Food Industry and Purchasing	Sauces, Soups and Stocks
Safety and Sanitation	Portion Control,
Breakfast, Vegetable and Entree Cooking	Inventory
Butchering, Meat Selection and Portion Control	Food Costs
	Poultry
	Orientation & First Aid

NOTE: After a student has completed a generalized three-month Food Services and Preparation Program, he or she may specialize in one or more areas.

LENGTH OF PROGRAM:

Approximately 9 months
(may be employable at the end of 9 months)

HELPFUL HIGH SCHOOL COURSES:

General Mathematics	Business Principles
Communications	Typing
Human Relations	

PERSONAL QUALITIES:

Responsibility
Ability to plan and organize work
Ability to work with others

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
3 uniforms

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:

Food Preparation and Services II
(Manager)

NAME OF SCHOOL:

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

A manager or head chef is in charge of the total food operation and would therefore need to be qualified in all phases of food preparation and services. A manager would be involved in purchasing, pricing, portion control and supervision of employees.

JOB OPPORTUNITIES:

The culinary arts industry is one of the fastest growing industries in the United States. Opportunities for employment are almost unlimited for a person who has successfully completed the second year of Food Preparation and Service.

COURSE OR COURSE CONTENT:

Preparatory Cooking	Basic Employment
Orientation, Safety	Information
and Sanitation	Quality Cooking Skills
Food Control I, II	Pastry Baking
Food Processing I, II, III	Nutrition
Pantry Skills	Food Processing &
Advanced Cooking	Control (Pantry)
Orientation & First Aid	

LENGTH OF PROGRAM:

Approximately 9 months

HELPFUL HIGH SCHOOL COURSES:

General Mathematics	Business Principles
Communications	Chemistry
Human Relations	Typing

PERSONAL QUALITIES:

Responsibility
Ability to plan and organize work
Ability to work with others

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
3 uniforms

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Food Services****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK

The preparation and cooking of a variety of foods including the use and care of equipment; food standards such as selection and preparation of food and the determination of the size of servings; sanitation procedures; and cooking methods.

JOB OPPORTUNITIES

Jobs are available in restaurants, private and public schools, hotels, hospitals, railroad dining cars, ocean liners, government agencies, manufacturing plants, private clubs and resorts.

**COURSE OR COURSE
CONTENT:**

Salad and Pantry
Preparation
Food Production
Principles
Menu Planning
Sanitation & Personal
Hygiene
Purchasing, Receiving,
Storing & Issuing

Human Relations
Soups & Sauces
Meat Preparation
Breakfast Training
Fry Training
Boiler Training
Cooperative Work
Experience

**LENGTH OF PROGRAM:
HELPFUL HIGH SCHOOL**

9 months (including cooperative work experience)
General Mathematics

COURSES:

Communications

PERSONAL QUALITIES:

Age 18 or over
High school diploma
Cleanliness
Ability to work under pressure during busy
periods
Physical stamina
Keen sense of taste and smell

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies. Responsible for purchase
of own books.

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Watchmaking and Precision Instrument Repair****NAME OF SCHOOL:**

Great Falls Vocational-Technical Center
1015 1st Avenue North, Great Falls, Montana 59401
Phone (406) 761-5800

NATURE OF WORK:

This work requires precise and delicate handling of tiny parts. The watchmaker uses a magnifying glass, called a loupe, to examine the movement of a watch. Watch repairers use small lathes, rate machines, cleaning machines and hand tools designed for the watchmaker.

JOB OPPORTUNITIES:

Watchmaking is a growing and rewarding occupation offering equal employment to young ladies as well as men. Also, there is little or no discrimination among the races. Many handicapped persons may become successful in watchmaking and allied industries. Upon completion of the watchmaking course and passing the American Watchmakers Institute Certification test, the graduate may enter the jewelry industry as a journeyman watchmaker. With additional experience (usually 5 to 10 years) they may take the "Certified Master Watchmaker" test.

**COURSE OR
COURSE CONTENT:**

1st and 2nd Quarter
Orientation & Basic
Nomenclature
Movement disassembly
Lathe work
Hairspring work
Balance wheels—Basic
Escapement

3rd and 4th Quarter
Advanced Nomenclature
Lathe Work
Intermediate escapement
Timing Gearing—
Advanced Hairspring
work
Staffing & Jewelry Store
Operation

LENGTH OF PROGRAM:

8 to 12 months

**HELPFUL HIGH SCHOOL
COURSES:**

Business courses
Math courses

PERSONAL QUALITIES:

Good eyesight
Patience

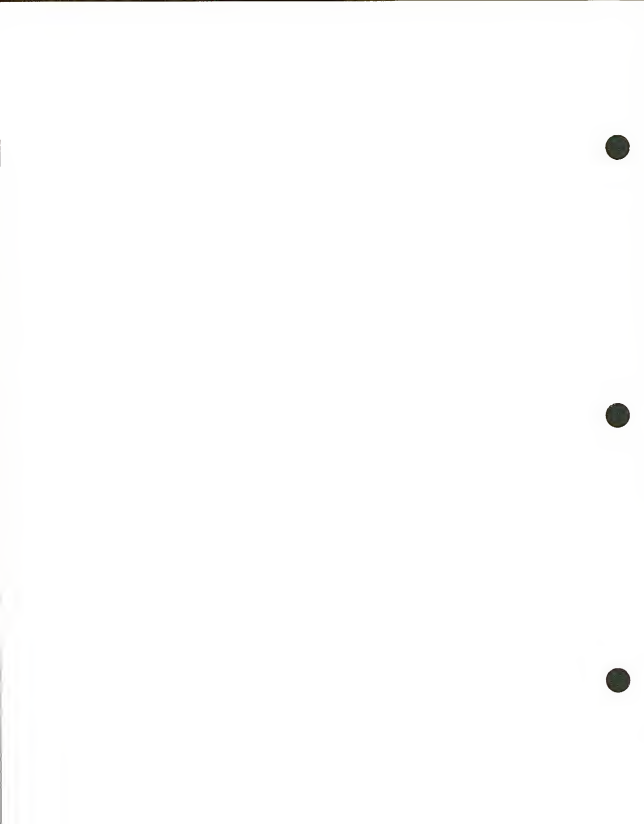
Finger dexterity
Mechanical Ability

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state, None
Out-of-state, \$600 (full-time student)
Fees: In-state, \$100
Out-of-state, \$100



PROGRAM TITLE:	Human Services
NAME OF SCHOOL:	Dawson College 300 College Drive, Glendive, Montana 59330 Phone (406) 365-3396
NATURE OF WORK:	The Human Service program is designed to prepare students for employment in the community and social services with the possibility for continued higher education and personal fulfillment.
JOB OPPORTUNITIES:	Employment opportunities may be found in mental health centers, welfare and rehabilitation offices, mental and correctional institutions and other public and private offices.
COURSES OR COURSE CONTENT:	General Psychology Developmental Psychology Social Psychology Child and Adolescent Psychology Social Problems Juvenile Delinquency Law Enforcement Problems Marriage and the Family Introductory Sociology Local Government State Government
LENGTH OF PROGRAM:	Two years
HELPFUL HIGH SCHOOL COURSES:	Psychology Sociology
PERSONAL QUALITIES:	Ability to work with others Initiative
PERSONAL EQUIPMENT NEEDED:	Routine school supplies
EXPENSE:	Regular fees as outlined in the college catalog.



PROGRAM TITLE:**Human Services****NAME OF SCHOOL:**

Flathead Valley Community College
P. O. Box 1174, Kalispell, Montana 59901
Phone (406) 752-3411

NATURE OF WORK:

The Human Services Technology program leads to the degree of Associate of Applied Science. It stresses the development of a high-level of interpersonal skills, including skills in working with people, singly or in groups, and abilities to communicate, assess, and influence. It further transmits the knowledge of human behavior in society, group dynamics, social processes, methods of observation and assessment and of community institutions. Students will be rotated through a variety of field experience practicums with various human services agencies according to student preferences and the availability of placement situations. The total program will be transferable toward a baccalaureate degree and thus provide a career ladder opportunity for graduates of the program.

JOB OPPORTUNITIES:

Employment opportunities as a paraprofessional in the human services fields are new and are rapidly expanding. These include employment in mental health centers, mental institutions, welfare, employment services, rehabilitation, parole and aftercare, correctional institutions, public schools and various private agencies. Current employment possibilities in Montana are limited but growing rapidly. Employment possibilities in neighboring states are excellent.

COURSES OR COURSE CONTENT:

Introduction to Human Services	Sociology of Poverty
Group Leadership Skills	Courtship and Marriage
Field Experience and Seminar	Interviewing Skills
Social Psychology	Social Change Skills
Introduction to Sociology	General Psychology
Social Problems	Child and Adolescent Psychology
Social Institutions	Collective Behavior
	Juvenile Delinquency
	Races and Minorities

LENGTH OF PROGRAM:

Two years

HELPFUL HIGH SCHOOL COURSES:

Speech
Psychology

PERSONAL QUALITIES:

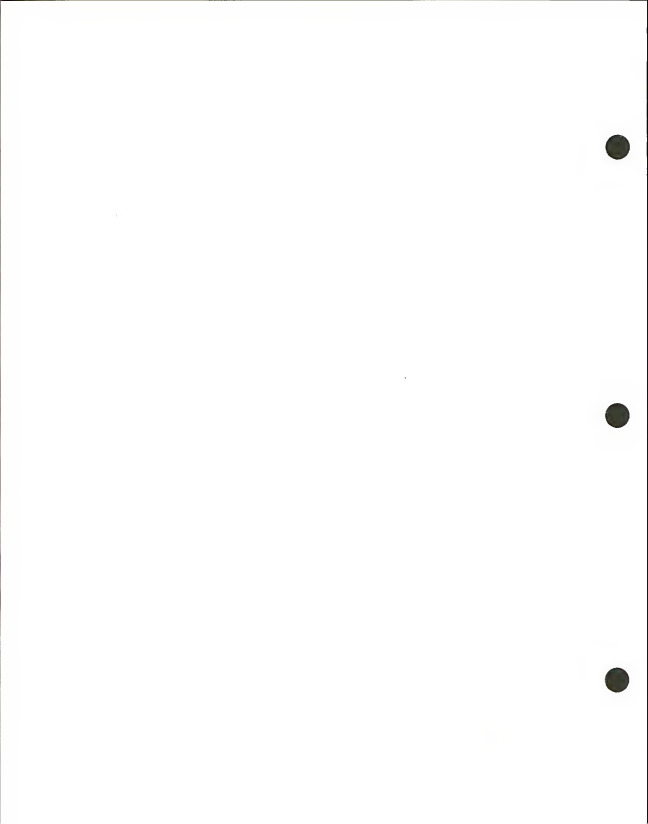
Enjoy working with people

PERSONAL EQUIPMENT NEEDED:

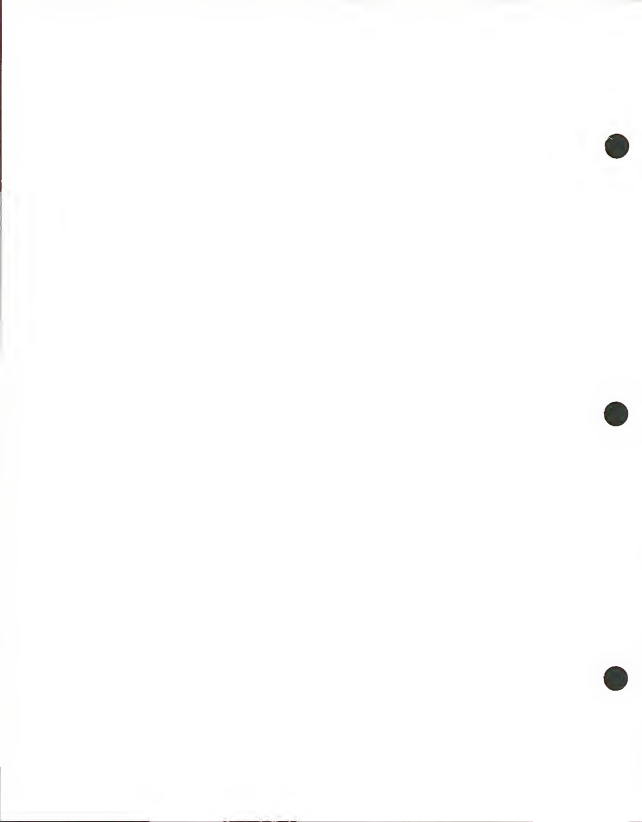
Routine school supplies

EXPENSES:

Tuition: In-District. \$75 per quarter
Out-of-District. \$100 per quarter
Out-of-State. \$200 per quarter
Additional expense may include books



PROGRAM TITLE:	Instructional Aide
NAME OF SCHOOL:	Missoula Technical Center 909 South Avenue West, Missoula, Montana 59801 Phone (406) 728-2400
NATURE OF WORK:	Instructional aides perform non-professional duties necessary to be efficient, useful assistants to professional teachers. Duties performed include typing, filing, and general office skills, preparation of instructional materials, operating audio-visual equipment, transcribing data to cumulative records, report cards and grade skips, inventory of materials, and working with small groups as assigned by the supervising teacher.
JOB OPPORTUNITIES:	Library Aide Teacher Aide
COURSE OR COURSE CONTENT:	Instructional Aide Development—105 hours Library Instruction—157 hours Typing—164 hours Office Skills - Practice—164 hours General Classroom Instruction—106 hours Practicum—210 hours
LENGTH OF PROGRAM:	Nine months
HELPFUL HIGH SCHOOL COURSES:	All required courses Business Art
PERSONAL QUALITIES:	Dependability Flexibility Work well with children Neat appearance
PERSONAL EQUIPMENT NEEDED:	Routine school supplies
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100



PROGRAM TITLE:**Law Enforcement****NAME OF SCHOOL:**

Dawson College
300 College Drive, Glendive, Montana 59330
Phone (406) 365-3396

NATURE OF WORK:

The major law enforcement role is to prevent crimes and to detect and investigate crimes committed. A law enforcement officer is responsible for the maintenance of order, the enforcement of laws and the protection of life and property. The officer patrols a district or beat on foot or in radio cars, directs traffic, prepares reports on work done and unusual incidents observed, makes arrests, handles prisoners, investigates crimes and accidents, gives advice on law and general information to the public and performs related duties as required.

JOB OPPORTUNITIES:

The President's Commission on Law Enforcement and the Administration of Justice indicated that most law enforcement agencies are 5% below authorized strength and that over 50,000 additional law enforcement personnel would be needed to replace retirements, deaths and resignations. There is a critical need for law enforcement personnel in all local, state and federal agencies and an increased demand by private industry for security personnel.

**COURSE OR COURSE
CONTENT:**

English	Administration of
Speech	Criminal Justice
Typing	Police Patrol
Psychology	Traffic Enforcement
Sociology	Criminal Investigation
Mathematics	Criminalistics
Science	Criminal Law
Government	Police Photography
History	Criminology
Introduction to Police	Juvenile Delinquency
Science	Special Problems
Internship	Field Work
Police-Community Relations	

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

General college preparation
Psychology
Sociology

PERSONAL QUALITIES:

Physically fit and mentally sound
Good moral character
Financially responsible
No criminal record (other than minor traffic offenses)

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Law Enforcement Education loans are available for full-time students up to a maximum of \$1800 per year. These loans can be forgiven at the rate of 25% per year for each year of service with a law enforcement agency until the entire loan is forgiven in four years. Grants of up to \$600 per year are available for full-time law enforcement officers who are attending school on a part-time basis. These grants do not have to be repaid.



PROGRAM TITLE:**Auto Body and Fender Repairman****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

Auto body repairmen are skilled metal craftsmen who repair motor vehicles damaged in collisions and other accidents. Repair of damaged vehicles may involve such work as straightening bent frames, removing dents from body and fender panels, welding torn metal, and replacing badly damaged parts. Auto body repairmen, usually are qualified to repair all type of vehicles but usually work on automobiles and small trucks. Auto body repairmen are skilled in the use of special mechanics and power tools and equipment. Most auto body repairmen in small shops must also do re-painting and interior trim work.

JOB OPPORTUNITIES:

The job outlook for skilled auto body and fender repairmen is very good generally. Many shops are short on skilled repairmen. Many body and fender repairmen become successful in their own shops.

COURSE OR COURSE CONTENT:

Orientation & First Aid
Basic Metal Welding
Techniques
Welding (electric and
oxy-acetylene)
Painting Procedures
Front End Alignment
and Steering

Business Math
Business Management
Frame Straightening
Estimating Repair Costs
Trim and Upholstery
Electrical Accessories
and Lighting

LENGTH OF PROGRAM:

Approximately 21 months

HELPFUL HIGH SCHOOL COURSES:

Communications (oral
and written)
Industrial and Business
Math

Industrial Arts
Science
Drafting

PERSONAL QUALITIES:

Mechanical Ability
Good eye-hand
coordination

Good eyesight
Patience
Artistic ability

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

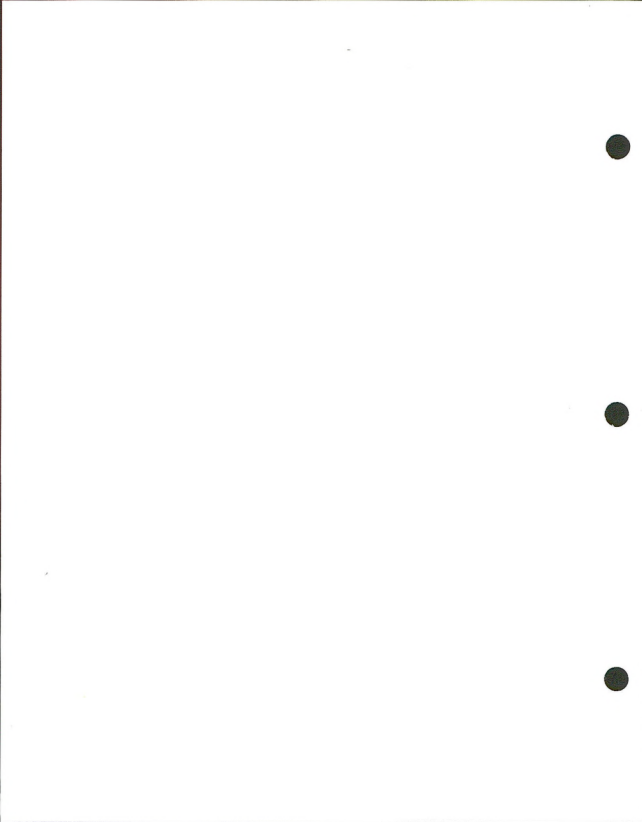
EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:	Automotive Body Service Technician	
NAME OF SCHOOL:	Northern Montana College Havre, Montana 59501 Phone (406) 265-7821	
NATURE OF WORK:	The automotive body service technician is in constant demand for the service of new vehicles, repair of damaged vehicles, and modification of custom vehicles. The technician must be knowledgeable of the techniques, processes and material used in body repair and refinishing. He estimates cost of repairs on the basis of materials and labor.	
JOB OPPORTUNITIES:	Employment opportunities exist in virtually every community for qualified bodymen, finishers, and estimators.	
COURSE OR COURSE CONTENT:	Laboratory Shop Courses Automotive Body Metal Finishing Painting Techniques Paint & Body Estimating Glass & Interior Trim Chassis Sheet Metal Alignment Automotive Electrical	Related Courses Drawing Interpretation Oxy-Ace. Welding Communication I, II Arc Welding Sheet Metal Industrial Relations V.T. Recordkeeping Plastics Electives, 17 credits
LENGTH OF PROGRAM:	2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.	
HELPFUL HIGH SCHOOL COURSES:	Industrial Arts Automotive Mechanics	
PERSONAL QUALITIES:	Good eyesight Appreciation for line form Good general mechanical ability	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Books Basic hand tools	
EXPENSES:	Regular fees and costs as outlined in the college catalog.	



PROGRAM TITLE:**Advanced Ground School****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The graduate of the advanced ground school course is trained to teach academic subject matter necessary for pilots working toward private, commercial, instrument, and helicopter certificates as well as for multi-engine, flight instructor and airline transport ratings. The graduate will also be able to teach courses for basic, advanced and instrument ground instructors. The instructor must be certified by the Federal Aviation Administration as an Advanced Ground Instructor qualified to teach navigation, meteorology, aircraft systems, instrument flying, aerodynamics, propulsion systems and flight publications and regulations.

JOB OPPORTUNITIES:

The advanced ground school instructor may work for a fixed base operator, a military flight school, an adult aviation education program (secondary and post-secondary), a junior (community) college and college aviation program, or in a state or federal aviation education program.

COURSE OR COURSE CONTENT:

General Aviation	Aviation Physiology
Survey	Air Traffic Control
Communications	Aircraft Recognition
Aviation Mathematics	Search, Rescue and
Aerophysics	Survival
Flight Safety	Propulsion Systems
Navigation	Business Principles and
Meteorology	Economics
Radio Communications	Aviation Law
Procedures	Technical Writing
Lab Orientation	Fixed Base and Term
Assigned	Operation

LENGTH OF PROGRAM:
HELPFUL HIGH SCHOOL COURSES:

2 years
Science
Mathematics
Language and Communication Skills

PERSONAL QUALITIES:

Must be 17 or over	Good spatial/depth
High school graduate preferred	perceptions
Good science/mathematics aptitudes	Good reasoning ability
Good language skills	Good vision—FAA required levels of acuity
Good eye-hand coordination	Meet FAA Class II medical requirements
Manual dexterity	Immunity to effects of motion or height is essential
May not use alcohol, drugs or medicines to excess	

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Commercial Pilot****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The professional pilot is involved in all phases of flight planning, instrument and cross country flying and taking off and landing of a variety of aircraft. The pilot uses numerous aircraft systems, controls and equipment. The pilot must perform preflight and postflight inspections and frequently must provide preventive and minor maintenance on own aircraft.

JOB OPPORTUNITIES:

The trained and experienced professional pilot is available for positions as air taxi, agricultural, ferry corporate, helicopter and airline pilot, as well as air traffic controller, flight and ground instructor, flight engineer and for many supervisory positions in flight operations.

COURSE OR COURSE CONTENT:

General Aviation	Air Traffic Control
Survey	Aircraft Recognition
Communications	Search, Rescue and
Aviation Mathematics	Survival
Aerophysics	Propulsion Systems
Flight Safety	Business Principles and
Navigation	Economics
Meteorology	Aviation Law
Radio Communication	Technical Writing
Procedures	Fixed Base and Term
Lab Orientation is	Operation
Assigned	160 hrs. flight inst.
Aviation Physiology	

LENGTH OF PROGRAM:

24 months

HELPFUL HIGH SCHOOL COURSES:

Mathematics
Science
Language and Communication Skills

PERSONAL QUALITIES:

Must be 17 or over	Good spatial/depth
High school graduate is preferred	perceptions
Good science/mathematics aptitudes	Good reasoning ability
Good language skills	Good vision—FAA required levels of acuity
Good eye-hand coordination	Meet FAA Class II medical requirements
Manual dexterity	Immunity to effects of motion or height is essential
Many not use alcohol, drugs or medicines to excess	

NEEDED: PERSONAL EQUIPMENT

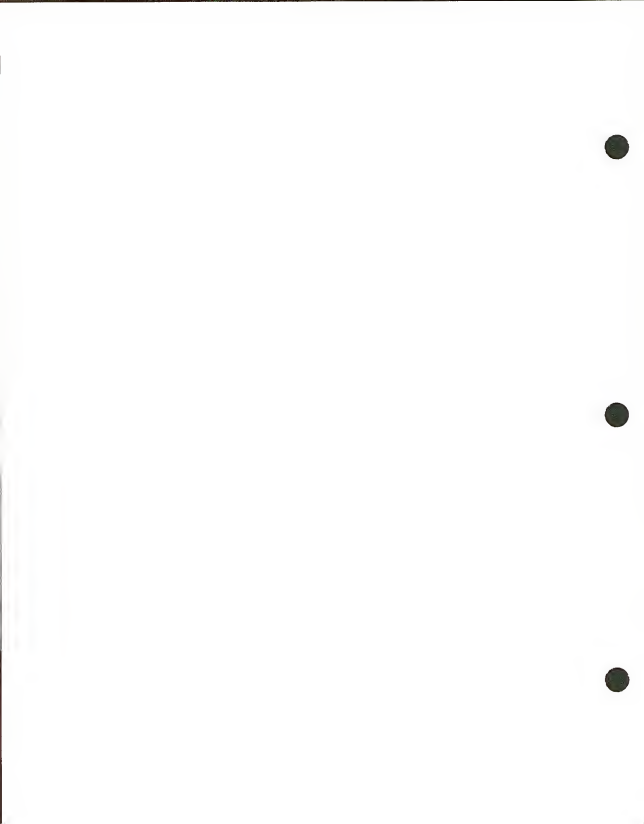
Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)

Fees: In-state. \$100 plus \$120 per quarter paid to fixed base operator for flight instruction.

Out-of-state. \$100 plus \$120 per quarter paid to fixed base operator for flight instruction.



PROGRAM TITLE:**Airframe and/or Powerplant
Maintenance Technician****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The aviation mechanic is foremost among those who form the work force of the aviation industry. This occupation requires skills and knowledge needed to service and repair aircraft. The mechanic uses precision tools and instruments in his daily work, and must produce workmanship of the highest quality.

JOB OPPORTUNITIES:

Study and training will prepare the student to enter general aviation in light aircraft and business jet maintenance and repair or as a copilot-mechanic after receiving additional flight training. The graduate may enter commercial aviation as a line service mechanic, a general overhaul mechanic, or a system specialist for the airlines. An increase is anticipated in the number of aircraft mechanics employed by scheduled airlines, general aviation services and independent repair shops.

**COURSE OR COURSE
CONTENT:**

Courses consist of preparation in either airframe maintenance technician or aircraft powerplant maintenance technician or a combination of both for two licenses.

LENGTH OF PROGRAM:

15 months or 1900 hours

**HELPFUL HIGH SCHOOL
COURSES:**

English
Science
Reading

Mathematics
Drafting

PERSONAL QUALITIES:

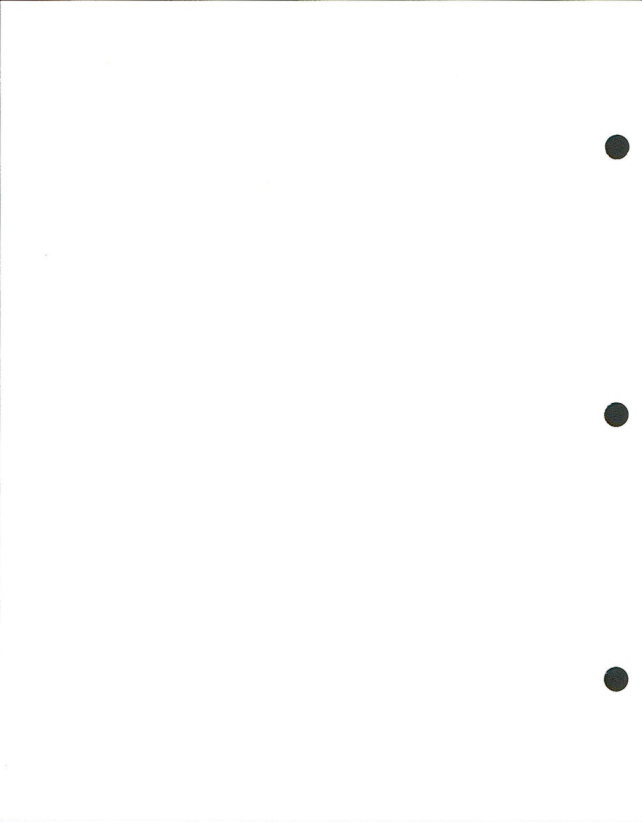
Mechanical ability
Interest in aircraft
Good eye-hand coordination
Reasonable strength
Good hearing and eyesight
A genuine interest in careful and accurate workmanship

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Automobile Mechanic I****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

The automobile technician diagnosis and repairs the motor vehicle using the latest technical manuals as a guide. The modern mechanic must be competent in many phases of repair including engine, transmissions and differential overhaul; wheel alignment and balance; chassis, body and paint repairs; parts identification and cataloging; and basic engine tune-up.

JOB OPPORTUNITIES:

The automobile mechanic may enter industry as an automotive diagnostician, parts department manager, experimental mechanic, automotive specialist, automotive inspector or service station operator.

**COURSE OR COURSE
CONTENT:**

Orientation & First Aid
Automotive Principles & Component Parts
Engine Overhaul & General Repair
Basic Engine Tune-up
Brakes & Front Ends
Drive Lines, Differential & Conventional
Transmissions
Power Steering
Chassis Electrical
Basic Skills
Related Welding

LENGTH OF PROGRAM:

9 months starting Fall Quarter

**HELPFUL HIGH SCHOOL
COURSES:**

Communications
Science (Physics, Basic Electricity)
Industrial & Business Mathematics
Drafting

PERSONAL QUALITIES:

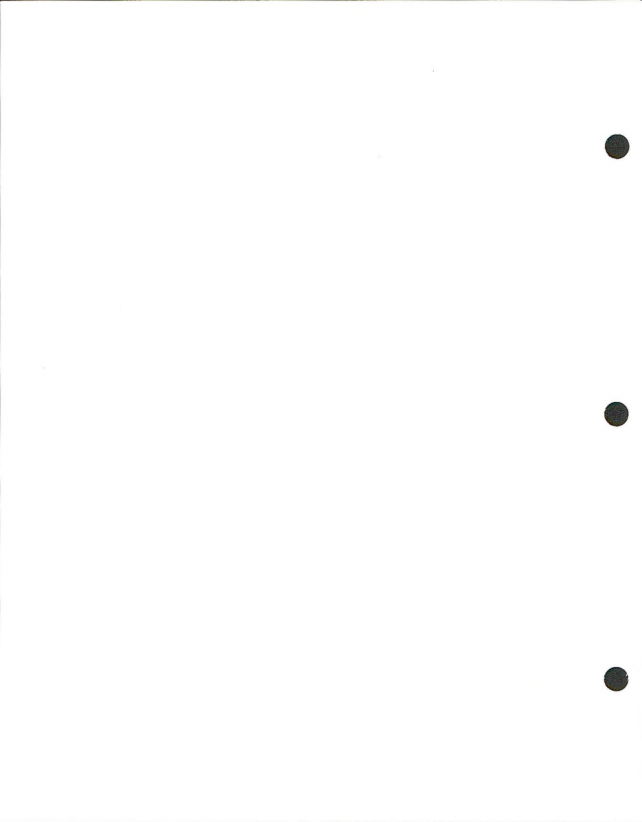
Mechanical ability
Good eye-hand coordination
Good hearing & eyesight

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Coveralls
Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Automobile Mechanic II****NAME OF SCHOOL:**

Billings Vocational-Technical Center
3615 Montana Avenue, Billings, Montana 59102
Phone (406) 248-7741

NATURE OF WORK:

Advanced automotive technicians diagnose and repair any mechanical deficiency with the help of latest technical knowledge and equipment. He should be proficient in engine overhaul, advanced engine tune-up, automatic and standard transmissions, air-conditioning, carburetor overhaul, exhaust emissions & control systems, and have knowledge of shop management and shop problems.

JOB OPPORTUNITIES:

The automobile mechanic should be able to enter jobs in industry leading to such positions as shop foreman, parts manager, line mechanic and automotive specialist.

COURSE OR COURSE CONTENT:

Orientation & First Aid
Advanced or specialized training in the following:
Automobile Principles & Component Parts
Advanced Engine Tune-up
Automatic Transmissions
Auto Air Conditioning
Carburetor Overhaul
Exhaust Emissions & Control Systems
Use of Modern Testing Equipment
Shop Management
Specialization
Advanced Shop Problems

LENGTH OF PROGRAM:

9 months starting Fall Quarter

HELPFUL HIGH SCHOOL COURSES:

Communications
Industrial Arts
Science (Physics, Basic Electricity)
Industrial & Business Mathematics
Drafting

PERSONAL QUALITIES:

One year Basic Mechanics or equivalent on-job-experience
Mechanical ability
Good eye-hand coordination
Good physical condition

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Coversalls

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Automobile Mechanic****NAME OF SCHOOL:**

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

The automotive service specialist performs minor and major repair and tune-up on motor vehicles, and is able to diagnose and repair all systems and components of the automobile such as electrical components, transmissions (standard and automatic), rear axles, smog control systems, air conditioning and front end work.

JOB OPPORTUNITIES:

The service specialist may work for garages, large service stations, car, truck and bus dealers and concerns which own and operate their own fleet in one phase of service; for example, they may work only on chassis parts or on front-end alignment. There are good opportunities for advancement and for self-owned business after acquiring experience and on-the-job development.

**COURSE OR COURSE
CONTENT:****Specialized Courses:**

Engine Repair and Overhaul (Rebuilding and Troubleshooting)

Power Train (Transmissions, clutches, drive lines, and differentials)

Chassis and front-end alignment (Steering, suspensions)

Fuel systems and tune-up (Carburetion)

Electrical Systems (AC and DC charging, starting ignition)

Automatic Transmissions—Diagnostic and Repair
Auto Services and Testing (Air Conditioning, emission control) and Related Work

Related Courses:

Welding

Mathematics

Communication

Blueprint Reading

Body Shop

Basic Shop Skills

Oxy Acetylene Welding

LENGTH OF PROGRAM:

1 or 2 years depending on individual ability

**HELPFUL HIGH SCHOOL
COURSES:**

Basic Skills

Mathematics

Drafting

Industrial Arts

PERSONAL QUALITIES:

Mechanical ability

Good eye-hand coordination

Good hearing and eyesight

Reasonable strength and ability to move about the car sometimes assuming off-balance positions

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

Coveralls

Students are advised to purchase their own tools

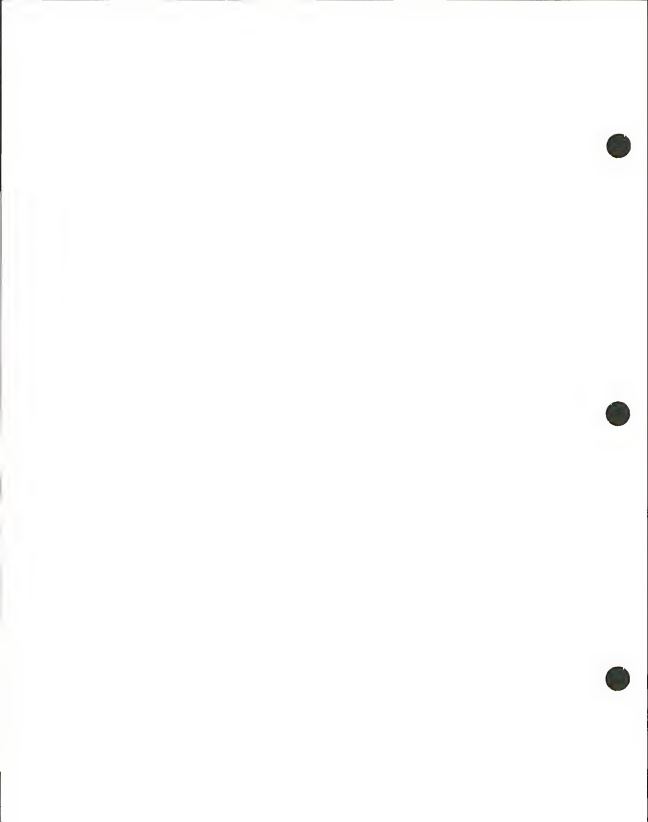
EXPENSES:

Tuition: In-state. None

Out-of-state. \$600 (full-time student)

Fees: In-state. \$100

Out-of-state. \$100



PROGRAM TITLE:	Automobile Mechanic I	
NAME OF SCHOOL:	Helena Vocational-Technical Center 1115 Roberts Street, Helena, Montana 59601 Phone (406) 442-0060	
NATURE OF WORK:	The automotive mechanic repairs and overhauls automobiles, buses, trucks and other vehicles. A mechanic may specialize in automatic transmissions, tune-up, automotive air conditioning, front end or in other types of repair.	
JOB OPPORTUNITIES:	Automobile mechanics are in demand in service shops, dealerships, business concerns which maintain fleets of trucks and cars and buses. Experienced mechanics often own their own businesses.	
COURSE OR COURSE CONTENT:	Phase I and II Orientation of Trade Methods and Shop Organization Engine Theory and Overhaul Procedures Suspension Systems Brake System and Components Body Alignment and Fixtures	Related Courses Mathematics-Schematics Welding Machine Shop
LENGTH OF PROGRAM:	1 school year. Course may be continued a second year to include Phase III and IV.	
HELPFUL HIGH SCHOOL COURSES:	English Mathematics Science	Industrial Arts Drafting Reading
PERSONAL QUALITIES:	Good vision, hearing and strength Mechanical ability and interest in automotive equipment	
PERSONAL EQUIPMENT NEEDED:	Routine school supplies	
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100	



PROGRAM TITLE:**Automobile Mechanic II****NAME OF SCHOOL:**

Helena Vocational-Technical Center
 1115 Roberts Street, Helena, Montana 59601
 Phone (406) 442-0060

NATURE OF WORK:

The automotive technician diagnoses and repairs the motor vehicle using the latest technical manuals as a guide. The modern mechanic must be competent in many phases of repair including engine, transmissions and differential overhaul; wheel alignment and balance; chassis, body and paint repairs; parts identification and cataloging and complete engine tune-up. The work requires proficiency, not only in the use of hand tools, but also with micrometers and other precision measuring devices, hydraulic tools and lifts, lathes, drill presses, hydraulic presses, welding equipment, painting units, hones, knurlizing units and all types of tune-up and electronic testing equipment.

JOB OPPORTUNITIES:

Work is available in service stations, independent service shops and new car dealerships. For the skilled auto mechanic there is job security, job versatility and unlimited opportunities for advancement.

COURSE OR COURSE CONTENT:

	Phase III and IV	
Transmissions, Manual	Transmissions,	
Drive Line and	Automatic	
Differential	Electrical Systems and	
Carburetion Systems	Components	
and Components	Air Conditioning	
Related Courses		
Recreation Vehicle	Business	
Repair	Hydraulics	
Job Orientation		

LENGTH OF PROGRAM:

2 school years. Length of program may vary depending upon student's background and experience.

HELPFUL HIGH SCHOOL COURSES:

English	Industrial Arts
Mathematics	Drafting
Science	Reading

PERSONAL QUALITIES:

Good vision, hearing and strength
 Mechanical ability
 Interest in automotive equipment

PERSONAL EQUIPMENT NEEDED:

Routine school supplies

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)
 Fees: In-state. \$100
 Out-of-state. \$100



PROGRAM TITLE:**Automobile Mechanic****NAME OF SCHOOL:**

Miles Community College
Miles City, Montana 59301
Phone (406) 232-3031

NATURE OF WORK:

The automotive technician diagnoses and repairs the motor vehicle using the latest technical manuals as a guide. The modern mechanic must be competent in many phases of repair including engine, transmissions and differential overhaul; wheel alignment and balance; chassis, body and paint repairs; parts identification and cataloging and complete engine tune-up. The work requires proficiency, not only in the use of hand tools, but also with micrometers and other precision measuring devices, hydraulic tools and lifts, lathes, drill presses, hydraulic presses, welding equipment, painting units, hones, knurlizing units and all types of tune-up and electronic testing equipment.

JOB OPPORTUNITIES:

The future for automotive technicians is very bright. Industry indicates a need for twice as many technicians as there presently are. These opportunities exist at automotive dealers, large service stations, garages, in the military services, as well as other areas. Some technicians work as general automotive repairmen, whereas others specialize in only one phase of service. There are good opportunities for advancement to positions of service managers and into management. The future is also bright for self-employed technicians, both in general and specialized areas.

**COURSE OR COURSE
CONTENT:**

Auto Chassis	Auto Electric
Auto Engines	Auto Tune-up
Auto Powertrain	Arc-Oxy-Acetylene
English Composition and	Vocational Record
Technical Writing	Keeping
Technical Drawing	Machine Shop
Technical Mathematics	Electives
Garage Techniques	

LENGTH OF PROGRAM:

2 years

**HELPFUL HIGH SCHOOL
COURSES:**

Industrial Arts or Auto	Sciences
Mechanics	Mathematics
Welding	Mechanical Drawing

PERSONAL QUALITIES:

Mechanical ability	Good physical condition
Good eye-hand	Self-assurance
coordination	Ability to transfer
Good hearing and vision	knowledge

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Protective clothing
Handtools and textbooks must be purchased by the student

EXPENSES:

Tuition: In-district, \$60 per quarter
Out-of-district, \$100 per quarter
Out-of-state, \$200 per quarter



PROGRAM TITLE:**Automotive Service Technician****NAME OF SCHOOL:**

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821

NATURE OF WORK:

The automotive service technician diagnoses and repairs the motor vehicle using the latest technical manuals as a guide. The modern technician must be competent in many phases of repair including engine, transmission and differential overhaul; wheel alignment and balance; chassis, parts identification and cataloging and complete engine tune-up. The work requires proficiency, not only in the use of hand tools, but also with micrometers and other precision measuring devices, hydraulic tools and lifts, lathes, drill presses, hydraulic presses, welding equipment, hones, knurling units and all types of tune-up and electronic testing equipment.

JOB OPPORTUNITIES:

Employment is available in service stations, independent service shops, and new car dealerships. For the skilled automotive service technician there is job security, job versatility, and unlimited opportunities for advancement.

**COURSE OR COURSE
CONTENT:**

Laboratory Shop
Courses:
Automotive Braking
Systems
Automotive Suspension
& Alignment
Automotive Engines
I & II
Automotive Power
Trains
Automotive Fuel
Systems
Automotive Diagnosis
& Tune-up
Automotive Electrical
Automatic
Transmissions
Automotive Service
Practices

Related Subjects:
Drawing Interpretation
Communication I & II
Hydraulic & Pneumatic
Electives, 27 credits

LENGTH OF PROGRAM:

2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.

**HELPFUL HIGH SCHOOL
COURSES:**

Automotive Mechanics	Drafting
Industrial Arts	Mathematics
Science	Welding

PERSONAL QUALITIES:

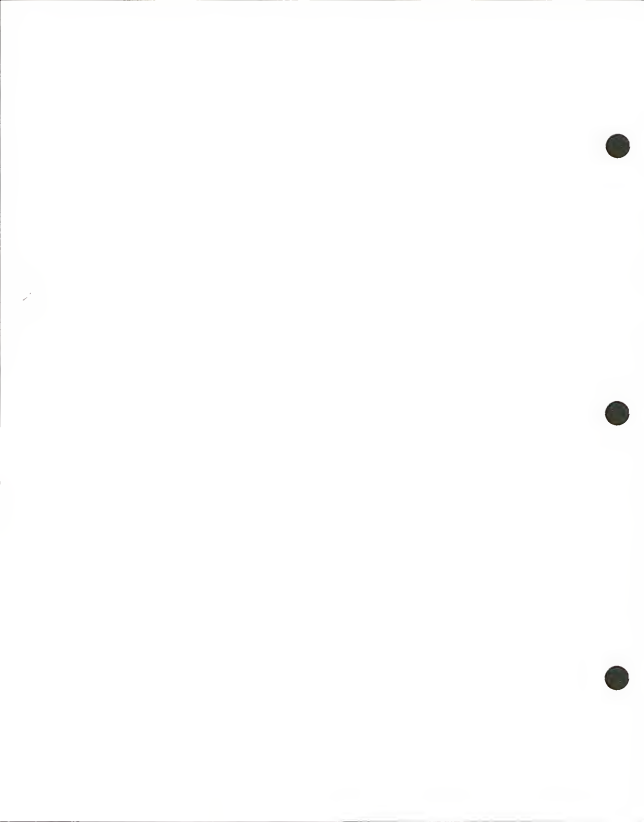
Mechanical abilities

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Books
Hand tools must be purchased by student (\$165)

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:

**Diesel Mechanic (Agricultural,
Transportation, Industrial)**

NAME OF SCHOOL:

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The diesel mechanic maintains and overhauls the electrical and mechanical systems of diesel engines in farm tractors, trucks, stationary engines and construction equipment. The maintenance of drive lines and hydraulic systems on diesel operated equipment may also be a part of the diesel mechanic's responsibility.

JOB OPPORTUNITIES:

The employment opportunities for diesel mechanics are expected to remain above average with the demand for trained diesel mechanics much greater than the supply. Each year agriculture, construction and transportation rely more and more upon diesel powered equipment.

**COURSE OR COURSE
CONTENT:**

Diesel engine overhaul
Pump repair and calibration
Injection and repair and calibration
Trouble shooting and gas engine
Electrical systems

Related Courses:

Machine shop	Welding
Mathematics-Hydraulics	Small Engine Repair

LENGTH OF PROGRAM:

One school year (9 months)
(Second year options: Agri-Mechanics, Over-the-Road Truck and Coach Mechanics)

**HELPFUL HIGH SCHOOL
COURSES:**

Mathematics
Auto Mechanics
Welding

PERSONAL QUALITIES:

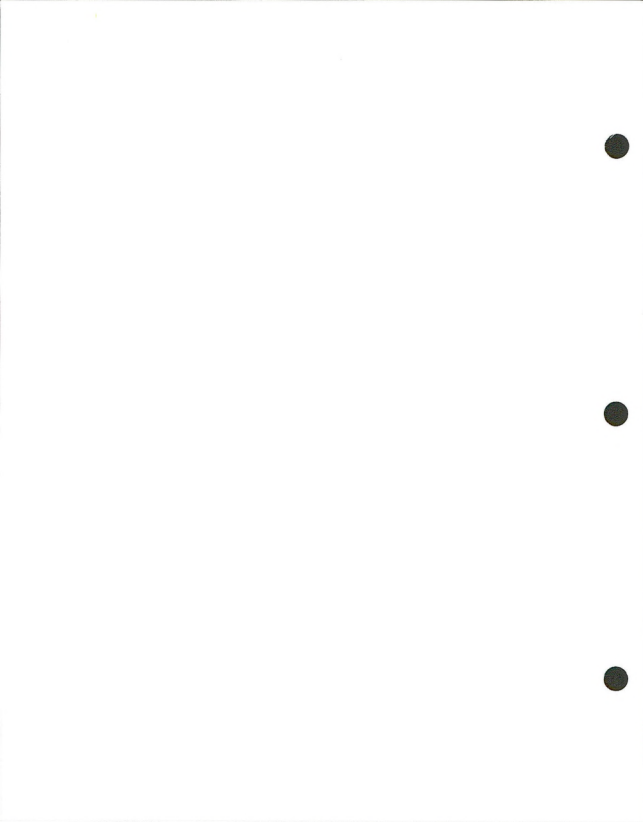
Mechanical ability
Good eye-hand coordination

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Diesel Technician****NAME OF SCHOOL:**

Northern Montana College
Havre, Montana 59501
Phone (406) 265-7821

NAME OF SCHOOL:

The diesel technician diagnoses and reconditions major and minor malfunctions of diesel engines and fuel systems in farm tractors, trucks, stationary engines and construction equipment. The technician will also repair drive lines and hydraulic systems on diesel operated equipment.

JOB OPPORTUNITIES:

As the demand for people trained in the diesel area is far greater than the supply, the technician can expect almost guaranteed employment with high wages. Positions are available as service representatives for major distributors and mechanics for truck and bus fleets, construction companies and farm implement dealerships. Employment is also available in related areas such as parts and sales.

**COURSE OR COURSE
CONTENT:**

Laboratory Shop
Courses
Diesel Engines
Heavy Duty Power
Trains
Welding—Arc and
Oxygen-acetylene
Fuels and Fuel Systems
Hydraulics and Elec-
trical Systems
Machine Shop
Cooperative Work Study

Related Subjects
English
Technical Mathematics
Physical Science
Service Management
Tool Processes
Blueprint Reading

LENGTH OF PROGRAM:

2 school years or 6 college quarters leading to a certificate or an Associate of Science Degree.

**HELPFUL HIGH SCHOOL
COURSES:**

Industrial Arts
Auto Mechanics
Welding

PERSONAL QUALITIES:

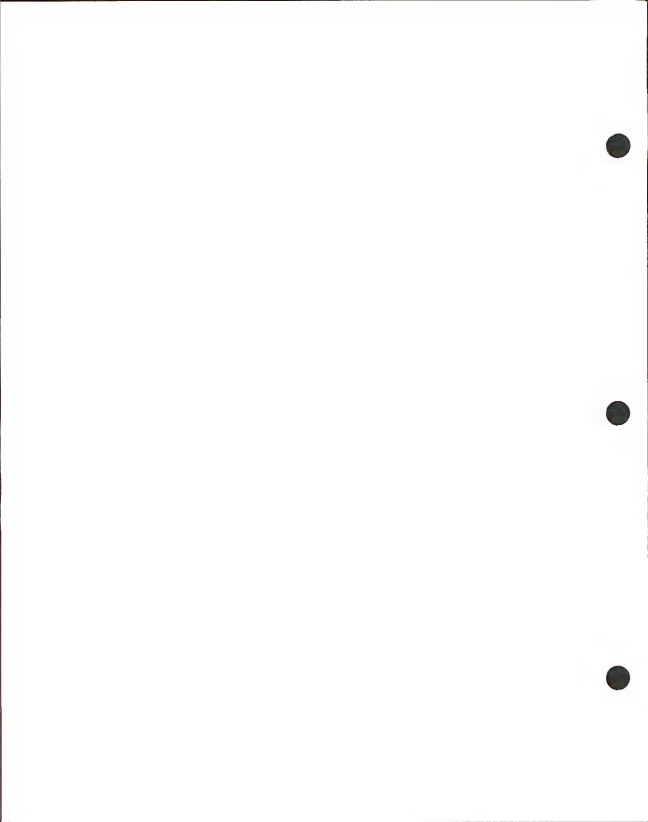
Mechanical ability
Neatness
Initiative

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies
Hand tools (\$165.00)
Coveralls are rented from a local firm

EXPENSES:

Regular fees and costs as outlined in the college catalog.



PROGRAM TITLE:**Heavy Equipment Mechanic****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

Heavy equipment mechanics are responsible for the operational upkeep of all major heavy equipment. This requires servicing and/or repairing clutches, cooling systems, transmissions, fuel injection systems, drive lines and electrical circuits.

JOB OPPORTUNITIES:

Jobs for qualified maintenance/repairmen are connected with road construction, forestry and other heavy duty projects. Employment in Montana is through the Association of General Contractors and the Operating Engineer's Union, both of which endorse and participate in the Missoula Technical Center training program. Outdoor work is seasonal, with exceptionally long hours during all but winter months, which are devoted to indoor maintenance and repair. Enrollees receive training in on-the-job maintenance during the construction season.

COURSE OR COURSE CONTENT:

Use of Hand Tools	Shop Equipment
Safety Training and	Welding, Cutting and
Accident Prevention	Burning
First Aid Training	Oils—Types and Uses
Types and Use of Lubri-	Internal Combustion and
cants and Lube	Moving Components
Equipment	Diesel Mechanics Service,
Diesel Mechanic Service	Maintenance, Overhaul
Operating Mathematics	and Repair

LENGTH OF PROGRAM:

5 quarters

HELPFUL HIGH SCHOOL COURSES:

Communications (reading, spelling)
Mathematics
Science
First Aid
Industrial Arts

PERSONAL QUALITIES:

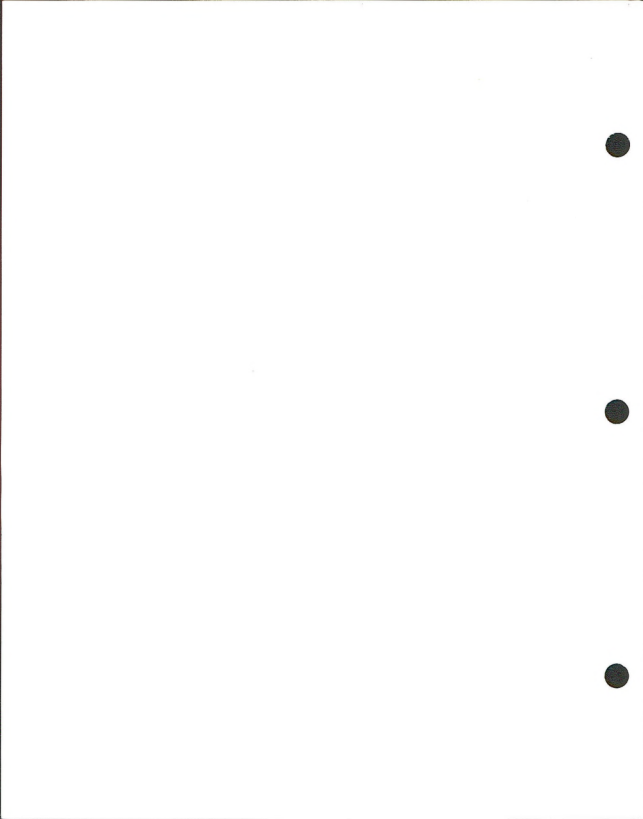
18 years old before end of first week in April of first year of training	Abstract reasoning abilities
Better than average spatial and mechanical aptitudes	Mechanical interest
Manual dexterity	Excellent physical condition
Good motor coordination	Union required physical examination including back X-rays
	Liking for outdoor work

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Work apparel
Beginner hand tools

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:

Off-Highway Vehicle Program

NAME OF SCHOOL:

Butte Vocational-Technical Center
404 South Wyoming Street, Butte, Montana 59701
Phone (406) 792-4256

NATURE OF WORK:

The off-highway vehicle operator operates electric trucks in open pit operations or other heavy construction. The work involves driving electric trucks in the 85 to 200 ton payload category.

JOB OPPORTUNITIES:

The trend in modern mining and construction technology is to larger and more complex hauling units. Special skills are necessary for the operation of these huge trucks. Expansion of existing facilities and development of new large mining and construction projects in Montana indicate a future growth which will require large numbers of trained people.

**COURSE OR COURSE
CONTENT:**

Orientation
Safety and Health
Accident Prevention
Theory of Open Cast Operations
Heavy Equipment Theory and Practice
Labor and Management Relations and Communications
Federal, State, and Local Safety Rules
Maintenance and Repair of Heavy Duty Equipment
Driver Responsibility of Pre-Driving Checks
Off-Highway Driving Rules and Driving Techniques
Orientation to Shovel, Loader, Grader, Dozer, and Miscellaneous Equipment

LENGTH OF PROGRAM:

One week classroom instruction
Six weeks practical training

**HELPFUL HIGH SCHOOL
COURSES:**

Basic Mathematics First Aid
Communications

PERSONAL QUALITIES:

Minimum 18 years old
Pass Rigid Physical Examination
Ability to Read
Manual and Finger Dexterity
Eye and Hand Coordination
Physical Agility
Alertness in Attending to Many Items
Simultaneously

**PERSONAL EQUIPMENT
NEEDED:**

Routine School Supplies
Work Clothes and Gloves
Safety Hat, Shoes, and Glasses
Lunch Bucket and Thermos

EXPENSES:

Tuition: In-state. None
 Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
 Out-of-state. \$100

Part of the program will involve cooperative work experience, for pay, under an office cooperative program. A diploma will be awarded to those completing the program.



PROGRAM TITLE:**Over-the-Road Truck & Coach Mechanic****NAME OF SCHOOL:**

Helena Vocational-Technical Center
1115 Roberts Street, Helena, Montana 59601
Phone (406) 442-0060

NATURE OF WORK:

The Over-the-Road Truck & Coach Mechanic will over-haul, trouble-shoot, and maintain all types of diesel trucks and buses. They will rebuild electrical system components, power trains, brakes, and air systems. The students will use basic hand tools as well as the test equipment necessary for component re-build. A knowledge of truck systems and laws governing truck and bus transportation will also be explored.

JOB OPPORTUNITIES:

Job opportunities are governed by the necessity of movement of people and products across the United States. Due to industrial centralization, it forces the movement of people and consumable supplies and equipment for distribution throughout the U.S. This will always provide an opportunity for diesel mechanics to repair and maintain equipment used in the distribution. There is also a tremendous opportunity for equipment operators, dispatchers, and equipment owners.

**COURSE OR
COURSE CONTENT:**

Basic Ignition & Carburetion	Suspension System.
Front & Rear Axles	Tune-up
Air & Hydraulic Brakes	Clutches
Air Compressors, Valves & Tanks	Torque Converter
Applied Driving Techniques	Power Drive Trains
Related Courses: Air Conditioning & Refrigeration	Transmissions
	Trouble Shooting
	Vehicle Electricity Business

LENGTH OF PROGRAM:

One school year (Prerequisite: Diesel Mechanics)

**HELPFUL HIGH SCHOOL
COURSES:**

Mathematics
Science
English
Auto Mechanics

PERSONAL QUALITIES:

Mechanical ability
Good eye-hand coordination
Good hearing & eyesight

**PERSONAL EQUIPMENT
NEEDED:**

Routine school supplies

EXPENSES:

Tuition: In-state. None
Out-of-State. \$600 (full-time student)
Fees: In-state. \$100
Out-of-State. \$100



PROGRAM TITLE:	Small Engine Repairman
NAME OF SCHOOL:	Butte Vocational-Technical Center 404 South Wyoming Street, Butte, Montana 59701 Phone (406) 792-4256
NATURE OF WORK:	The small engine repairman performs engine overhaul and tuneups. The repairman works on chain saws, motorcycles, snowmobile chassis repairs, snow plows, lawn mowers, etc.
JOB OPPORTUNITIES:	The small engine mechanic may work for garages, dealers and hardware stores that sell many types of units requiring small engine power. Because of widespread use of small engines to power equipment, opportunities in this field are increasing.
COURSE OR COURSE CONTENT:	Laboratory Shop Course Engine Repair Electrical Systems (lights, ignition, power plants) Use of Automotive Test Equipment Repair Appraisal Mathematics Communication Blueprint Reading Science Mechanical Drawing
LENGTH OF PROGRAM:	1 year or until the student is proficient enough to be employed as a small engine repairman.
HELPFUL HIGH SCHOOL COURSES:	Basic Skills Industrial Arts Mathematics Sciences
PERSONAL QUALITIES:	Mechanical ability Reasonable strength and ability to move about equipment assuming off-balance positions. Good eye-hand coordination
PERSONAL EQUIPMENT NEEDED:	Routine school supplies Gloves (welding) Overalls
EXPENSES:	Tuition: In-state. None Out-of-state. \$600 (full-time student) Fees: In-state. \$100 Out-of-state. \$100



PROGRAM TITLE:**Small Engine Repairman****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The small engine mechanic repairs gasoline engines used to power boats, lawn mowers, garden tractors and tillers, chain saws and similar machines. The mechanic locates the source of trouble, using appropriate hand tools and instruments; disassembles engines and examines them for parts defects; and replaces or repairs parts, such as rings and bearings, magnetos, and ignition systems, (the repaired engines are started and performance tested).

JOB OPPORTUNITIES:

Jobs for qualified maintenance repairmen are concerned with forestry and logging marina. There will also be employment opportunities in shops specializing in small engine repair, auto accessory chain stores, and large and small department stores with service centers.

COURSE OR COURSE CONTENT:

Consumer Economics	Power Application
Industrial Relations	Speed Controls and
Introduction to Small	Tune Up
Engine Technology	Trouble Shooting
Engine Components	Major Engine Overhaul
Ignition, Carburetion,	Record Keeping
Fuel Systems	Cooperative Work
Manufacturing Specifications and Manuals	Experience

LENGTH OF PROGRAM:

1 year (includes 3 months of on-the-job training with full credit given)

HELPFUL HIGH SCHOOL COURSES:

Communications (reading and spelling)
Mathematics
Science
First Aid
Industrial Arts

PERSONAL QUALITIES:

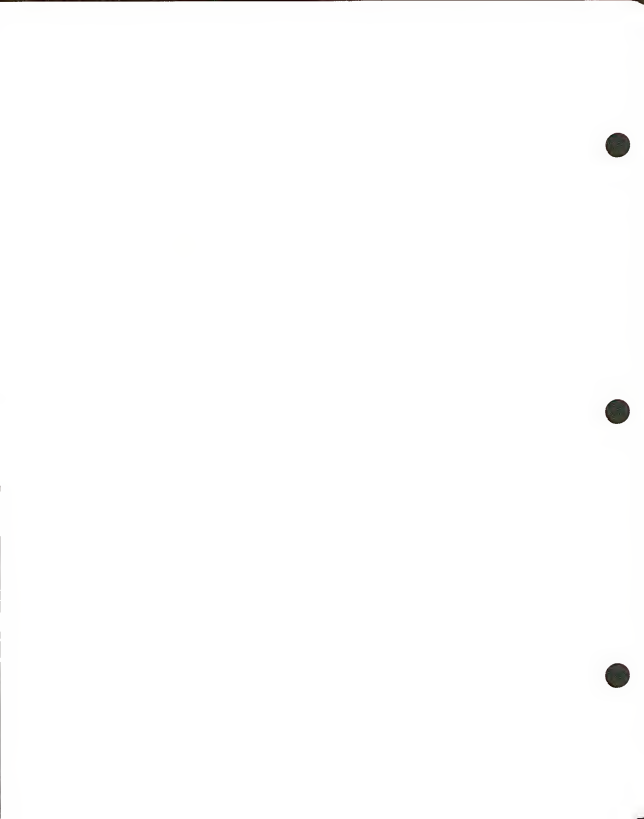
Persons must be 16 years old or older. They must be alert people who have a desire to learn small engine repair. A good small engine mechanic must be a person of determination who can follow through with knowledge, identify the trouble, and decide how to solve the problem.

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Work apparel
Beginner hand tools

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100



PROGRAM TITLE:**Truck Mechanic****NAME OF SCHOOL:**

Missoula Technical Center
909 South Avenue West, Missoula, Montana 59801
Phone (406) 728-2400

NATURE OF WORK:

The rapidly expanding trucking industry has created an increasing need for truck mechanics. Due to a lack of trained mechanics, many job openings remain unfilled. Service performed by the truck mechanic ranges from simple trouble shooting to complex engine overhaul. Involvement may include work on the power plant, drive train, electrical system, front end and steering components, fuel systems, hydraulic system, braking system, cooling system, and suspension system. Upon completion of the course an individual will be qualified to work in repair shops, truck dealerships, trucking companies and construction companies.

JOB OPPORTUNITIES:

Truck mechanics may seek employment in the following general areas:

Truck Shops	Field Shops
Heavy Duty Shops	Heavy Equipment Shops

COURSE OR COURSE CONTENT:

Fuel Systems	Internal Combustion
Hydraulics	Engine
Gear Ratios	Transmissions and
Braking Systems	Final Drive
Electrical Systems	Principles of Diesel
Gasoline Systems	Motors
Suspension Systems	Heavy Duty Clutch
Engine Preventative	and Transmissions
Front-end and Steering	Industrial-Management
Basic Trade	Relations
Mathematics	Personal and Business
	Communications

LENGTH OF PROGRAM:

3 quarters

HELPFUL HIGH SCHOOL COURSES:

Communications	Science
(reading, spelling)	First Aid
Mathematics	Industrial Arts

PERSONAL QUALITIES:

18 years old before end of first week in April of first year of training; better than average spatial and mechanical aptitudes; manual dexterity; good motor coordination, abstract reasoning abilities; mechanical interest; excellent physical condition; union required physical examination including back X-rays; liking for outdoor work.

PERSONAL EQUIPMENT NEEDED:

Routine school supplies
Work apparel

EXPENSES:

Tuition: In-state. None
Out-of-state. \$600 (full-time student)
Fees: In-state. \$100
Out-of-state. \$100

